

## **Nutrition and Food Services**

### **Purpose**

This procedure guides staff in meeting the requirements of the U.S. Department of Agriculture (USDA) School Breakfast and Lunch Programs in conjunction with the nutritional goals of the district Wellness Program plan.

### **Scope**

This procedure applies to the Superintendent, administrators, teachers, school food services staff, students, parents and guardians.

### **Procedure**

#### **1. WELLNESS PROGRAM**

1.1. As an important component of the district's Wellness Program, the food services department will administer wholesome and nutritious school meals in accordance with USDA regulations.

#### **1.2. Meal Applications and Eligibility for School Meals**

As a sponsor of the National School Lunch Program (NSLP) and School Breakfast Program (SBP), the district will provide free and reduced-price breakfasts and lunches to students who qualify in accordance with the programs.

1.2.1. The district will distribute the Letter to Households and Free and Reduced-Price Meal Applications to all households at the beginning of each school year. Using the current *USDA Eligibility Manual for School Meals*, the district's NSLP/SBP Verification Officer ("Determining Official") is responsible for determining program eligibility, processing and approving applications, disseminating household notifications, and verification processes and recordkeeping.

1.2.2. The district will protect the identity of students eligible for free and reduced-price meals in accordance with USDA guidelines for confidentiality and disclosure of student eligibility for such meals.

#### **1.3. Meal Patterns and Menu Planning**

The district will follow the USDA meal patterns for the National School Lunch Program, School Breakfast Program, Breakfast After the Bell Program, and *Smart Snacks in School* standards for all food and beverages sold to students on school campus during the school day. The food services manager will utilize resources offered on the Office of Superintendent of Public Instruction (OSPI) website for dietary specifications, meal patterns, menu planning and recordkeeping.

#### **1.4. Meal Times**

The district will set meal times to allow breakfast to be served as close to the start of the school day as possible (with the exception of the Breakfast After the Bell

Program) and lunch to be served between 10:00 a.m. and 2:00 p.m. The length of the meal period will allow enough time for students to be served and eat a complete meal as well as take care of personal hygiene needs.

**1.5. Breakfast After the Bell Program**

1.5.1. In addition to the traditional breakfast service time, “breakfast after the bell” means a nutritious breakfast that is offered to students after the beginning of the school day. The district will establish such a program in compliance with state and federal laws and regulations.

1.5.2. Schools will determine a service model that best suits the school’s needs, considering grade bands, overall bell and transition times, storage, layout and clean-up, and staff roles. Possible service models include, but are not limited to, the following:

(a) *Breakfast in the Classroom*: Students are offered packaged breakfast meals or individual items which may be hot or cold. Students eat in the classroom with their peers while the teacher takes attendance, reads or begins other classroom duties. The time students are eating breakfast is considered instructional time if students are provided an opportunity to engage in an educational activity that is part of the regular instructional program.

(b) *Grab and Go*: Breakfast items are placed on carts or other convenient, accessible location. The meal is contained as a unit that students can pick up and take to their classroom or other designated area to eat.

(c) *Second Chance Breakfast*: In addition to the traditional before-the-bell meal time, breakfast is offered at a second time later in the morning, such as during a passing period, recess or nutrition break.

1.5.3. Breakfast After the Bell meals will be offered to all students and counted at the point of service by category (free, reduced-price or paid) in accordance with daily meal processing guidance outlined in Procedure 6701P2-Food Service Accounting.

**1.6. Food Safety Plan**

The district will establish a Food Safety Plan based on USDA Hazard Analysis and Critical Control Points (HAACP). Because of the potential liability of the district, the food services program will not accept donations of food without Board approval. Should the Board approve a food donation, the Superintendent will establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school lunch menu.

**1.7. Meal Pricing**

The Chief Financial Officer will conduct a meal cost analysis and recommend meal prices biannually for Board approval, and follow Paid Lunch Equity regulations. Adult meal prices will be set to allow teachers, administrators, and parents to demonstrate their support for school meal programs by occasionally eating with students. The price must be the price charged to students paying the full meal price plus the value of federal reimbursement for paid meals and the USDA Food Value.

**1.8. USDA Foods**

The district will use the full entitlement of USDA Foods made available under the Federal Food Distribution Program for school meal programs.

**1.9. Non-Profit School Food Service Account**

The district will maintain a non-profit school food service account. All revenues will be used solely for the school meal programs and to improve the quality of the food service program for the students being served. Food sold a la carte and food sold to other school entities will be priced to recover, at a minimum, food costs.

**1.10. Meal Charges Policy**

In order to allow students to receive nutritious meals, prevent over-identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program, the district will establish a written meal charges “policy” (standard practices) for students eligible for reduced price meals and students that are not eligible for meals. The meal charges standard practices will be communicated to households each year so that district employees, families and students have a shared understanding of expectations regarding meal charges. These standard practices will also include a process for handling unpaid meal charges. Staff will refer to Procedure #6701P2-Food Service Accounting for meal charging guidance.

**1.11. Children with Special Dietary Needs**

The district will establish procedures to accommodate children with special dietary needs when a diet prescription form is signed by a licensed medical authority. The district food service department will work with the school's 504 Coordinator to accommodate special dietary needs. Staff will refer to Procedure #6701P2-Food Service Accounting, section 6, for guidance.

**1.12. Civil Rights**

The district will follow USDA Food and Nutrition civil rights and nondiscrimination policies.

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**1.13. Procurement**

The district will follow all state and Federal guidelines when procuring food for the Federal School Meal Programs and as part of district procurement procedures, will establish a procurement plan and Code of Conduct consistent with the Uniform Grant Guidance (2 CFR 200). Food specifications will be written in a manner to procure food products that meet the school meal pattern requirements.

**1.14. Smart Snacks Standards in School**

All foods and beverages sold to students on campus during the school day (e.g., vending machines, school stores, bake sales, and other school fundraisers) will follow USDA Smart Snacks standards. Food or drink sales will be approved by the school official responsible for oversight of the Wellness Policy. School staff will develop and provide a list of healthy and/or alternative items for sale planning.

**1.15. Water**

To promote hydration, free, safe, and unflavored drinking water will be available to all students throughout the school day. The district will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to carry throughout the day approved water bottles (filled only with water).

**1.16. Celebrations and Rewards**

Foods offered at school will follow the USDA *Smart Snacks in School* nutrition standards, including those brought for class celebrations and parties, and snacks brought by parents. School staff will develop and provide a list of healthy, recommended food and beverage items for such occasions, including use of alternative ways to reward students and provide incentives. Food and beverages should not be withheld as punishment for any reason, such as for performance or behavior.

**Supporting Documentation**

[Eligibility Manual for School Meals](#), USDA Food and Nutrition Services, Child Nutrition Programs

[School Food Safety Program Reference Sheet](#), OSPI/CNS

[Smart Snacks Reference Chart](#), OSPI/CNS

[Smart Food Planner-Products \(searchable\)](#), Alliance for a Healthier Generation

**Document History**

<b>Action:</b>	<b>Date:</b>
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Revised	