

ISD #108 Central Public Schools
School Nutrition Program
Policies and Operating Procedures

I. MEAL SERVICE

A. PURPOSE

To assure that students, parents and staff are informed of the Offer versus Serve provision and that it is implemented correctly.

II. GENERAL STATEMENT OF POLICY

- A. It is the responsibility of the building principal, teachers, office staff and food service staff to assure that students are encouraged to make healthy food choices and that established procedures are followed.
- B. Central Public Schools extends Offer versus Serve to all grade levels. Students may decline two (2) of the five (5) menu items.
- C. The School Food Authority and Food Service Supervisor assure that annual training about Offer versus Serve is provided to students, parents and staff.
- D. The Food Service Supervisor is responsible for assuring that responsible staff is trained to identify reimbursable meals and the appropriate action to take if a student does not select a reimbursable meal.
- E. The Food Service Supervisor is responsible for assuring that responsible staff is trained in the operation of the meal count software.

III. SERVING REIMBURSABLE MEALS

- A. The designated food service staff is responsible for writing the menu on the menu board each day.
- B. The food service staff encourages students to make healthy food choices and to select at least three (3) of the five (5) reimbursable items.
- C. The food service staff at the end of the line identifies the student and determines if the student has selected a reimbursable meal. The student enters his/her own PIN.

- D. If the student has not selected a reimbursable meal, the food service staff at the end of the line asks the student to return to the serving line and select additional food items.
- E. If the student refuses to select a reimbursable meal, he/she is charged ala carte prices for the food items and this meal is not claimed for reimbursement.

**CENTRAL PUBLIC SCHOOLS
FOOD AND BEVERAGE GUIDELINES**

1. Foods and beverages offered over the course of a school week should be nutrient-dense, including whole grain products and fiber-rich fruits and vegetables to provide students a variety of choices to maintain a balanced diet.
2. Foods and beverages available during the school day should include a variety of healthy choices that are of excellent quality, appealing to students, and served at the proper temperature.
3. Foods and beverages available during the school day should minimize use of trans and saturated fats, sodium and sugar as defined by the Dietary Guidelines for Americans.
4. Food and beverage providers should offer modest portion sizes age-appropriate for elementary, middle, and high school students, respectively.
5. If a la carte foods are available, they should include a variety of choices of nutritious foods, such as fruits, vegetables, whole grain and low-fat or non-fat dairy foods.
6. Nutrition information for products offered in snack bars, activity concessions stands, a la carte, vending and school stores should be available when possible. Healthy food and beverage choices should be available at these locations.
7. Carbonated beverages should not be available to elementary, middle school, and high school students during the school day.
8. Beverage vending machines will be available to students as permitted by applicable state and federal laws regarding hours of operation. However, no carbonated beverages, regular or diet, will be sold out of any district vending machine. Teachers' lounges may be exempt from this requirement.
9. School sites will encourage healthy choices for snacks in the classroom, on field trips, and at school picnics and outings.
10. Classroom celebrations should encourage healthy choices and portion control.
11. Schools should encourage fundraisers that promote positive healthy habits such as the sale of non-food and nutritious food items, as well as, fundraising to support physical activity events.
12. Schools will discourage the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

13. Food brought into schools to be served to students, during the school day, must be commercially prepared food items.
14. No carbonated beverages will be allowed in classrooms during the regular school day.

CENTRAL PUBLIC SCHOOLS NUTRITION EDUCATION GUIDELINES

1. School programs should ensure that students in pre-kindergarten through grade 12 receive nutrition education that provides the knowledge they need to adopt healthy lifestyles. Nutrition education should be well-integrated within a comprehensive school health education program and should include instruction that helps students learn more about the importance of various food groups; caloric, sugar and fat intake; healthy cooking methods; the role of diet in preventing health problems; the recognition of the role media play in marketing and advertising foods and beverages; and the relationship of a balanced diet and regular exercise to a healthy lifestyle.
2. Nutrition concepts should be reinforced by all school personnel.
3. Nutrition education should include reinforcement of the importance of physical activity and the health risks associated with a sedentary lifestyle.
4. Staff primarily responsible for nutrition education should be properly trained and regularly participate in professional development activities to effectively deliver quality nutrition education.
5. School districts should provide educational information and encourage healthy eating and physical activity for families, both within the home and outside the home. Family members should be engaged as a critical part of the team responsible for teaching children about health and nutrition.

534 UNPAID MEAL CHARGES

[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a "policy" or "standard practice." Although this document is styled as a "policy," school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Students have use of a meal account. When the FAMILY balance reaches zero, a student may charge no more than \$500.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.
- B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. When a student has a negative account balance, the student will not be allowed to charge a snack item.

- E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$200.00. Families will be notified by automated calling system.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$500.00 not paid prior to end of the semester, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. All households at or before the start of each school year;
 - 2. Students and families who transfer into the school district, at the time of enrollment; and
 - 3. All school district personnel who are responsible for enforcing this policy.

- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A