SUBJECT: School Food Service Program (Lunch and Breakfast)/School District Wellness Committee

School Food Service Program (Lunch and Breakfast)

The District participates in the National School Lunch Program, School Breakfast Program and/or Special Milk Program to receive commodities and subsidies from the U.S. Department of Agriculture. In return, the District provides free and reduced price meals to elementary and secondary students in its schools and serves meals that meet federal requirements.

The Superintendent or his/her designee will carry out the rules of the School Lunch and Breakfast Programs. The District's Reviewing Official and Verification Official or the Department of Social Services Office of Temporary and Disability Assistance (OTDA) will determine student eligibility. Appeals regarding eligibility should be submitted to the District’s Hearing Official.

The District may allow free or reduced price meals for qualifying District students after receiving a written application from the student's parent or guardian or a direct certification letter from OTDA. Applications will be provided by the School District to all families.

School officials must also determine eligibility for free or reduced-price meals and milk by using the Direct Certification Matching Process. Any student residing in a household receiving federal assistance through the Supplemental Nutrition Assistance Program (SNAP), or Temporary Assistance to Needy Families (TANF), or specific recipients of Medicaid is automatically eligible for free meals and milk; eligible families will not have to complete further applications.

The District will notify parents or guardians of such eligibility, giving them the opportunity to decline free meals and milk.

Child Nutrition Program Authorization

Since the District participates in one or more Child Nutrition Program, the Superintendent has developed rules which address:

a) What can be charged;

b) The limit on the number of charges per student;
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c) The system used for identifying and recording charged meals;

d) The system used for collection of repayments; and

e) Ongoing communication of this policy to parents and students. The District's meal charge policy and procedures will be distributed to all households and applicable staff in writing at the start of each school year and to new households that transfer into the District during the school year. The policy and procedures may vary by grade. The District will also provide details regarding payment methods on its website.

Charging Meals

a) Students may charge up to two reimbursable meals (that are available to all students), and will not be permitted to exceed this limit until the outstanding charges are paid in full;

b) The only item(s) permitted to be charged are a complete meal or milk. A la carte items such as snacks or ice cream may not be charged;

c) A la carte items such as snacks or ice cream may not be purchased until an account balance is paid in full and the student has additional funds to purchase these items.

d) The District's point of sale system will track all charges and payments;

e) If a student comes to school without a lunch and has exceeded the maximum reimbursable-meal limit, the District may provide a reimbursable meal (that is available to all students); so that he or she does not go hungry that day;

f) As appropriate, District administration may contact Social Services to report a student's consistent failure to arrive at school with a meal.

Unpaid meal charges will be addressed directly with the student’s parent or guardian who is responsible for providing funds for meal purchases; discreet notifications of low, exhausted, or deficit balances will be sent at appropriate intervals during the school year. The notification may include a repayment schedule, but will not charge any interest or fees related to meals charged.
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during the grace period. District administration will further consider the benefits of attempted collections and the costs that would be expended in collection attempts.

Restriction of Sweetened Foods in School

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period from the midnight before, to 30 minutes after the end of the official school day.

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

Restrictions on Sale of Milk Prohibited

The District will not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

Food Substitutions for Children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including school nutrition programs. The District will make reasonable accommodations to those children whose disabilities restrict their diets, such as providing substitutions or modifications in the regular meal patterns. These meal substitutions will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's
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individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

Food Substitutions for Nondisabled Children

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

Prohibition Against Adults Charging Meals

Adults must pay for their meals at the time of service or set up pre-paid accounts.

HACCP-Based Food Safety Program

Schools participating in the National School Lunch or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District must develop a written food safety program for each of its food preparation and service facilities that is based on either traditional HACCP principles or the Process Approach to HACCP. (The Process Approach simplifies traditional HACCP by grouping foods according to preparation process and applying the same control measures to all menu items within the group, rather than developing an HACCP plan for each item). Regardless of the implementation option that is selected, the District's written food safety program must also include: critical control points and critical limits; monitoring procedures; corrective actions; verification procedures; recordkeeping requirements; and periodic review and food safety program revision.

Regardless of the implementation option selected, the District's written food safety program must also include:

a) Critical control points and critical limits;

b) Monitoring procedures;
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c) Corrective actions;

d) Verification procedures;

e) Recordkeeping requirements; and

f) Periodic review and food safety program revision.

School District Wellness Committee

The District has established a School District Wellness Committee. For reference to the School District Wellness Committee and its responsibilities, see Policy #5661.

Child Nutrition Act 1966
42 United States Code (USC) Section 1771 et seq.
Richard B. Russell National School Lunch Act 1946
42 United States Code (USC) Section 1751 et seq.
Section 504 of the Rehabilitation Act of 1973
29 United States Code (USC) Section 794 et seq.
Individuals with Disabilities Education Act (IDEA)
20 United States Code (USC) Sections 1400-1485
Education Law Sections 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)
8 New York Code of Rules and Regulations (NYCRR) Sections 200.2(b)(1) and 200.2(b)(2)
Social Services Law Section 95

Adopted: 6/12/2007