

All schools will participate in federal National School Nutrition Services (SNS) and will receive donated foods from the United States Department of Agriculture. All federal and state revenues will be accepted and applied to maximize the use of such funds for the purposes of providing nutritional meals to students at the lowest possible price. The superintendent or designee shall develop procedures as necessary to implement the operational standards established in this policy.

**A. OPERATIONAL STANDARDS**

The school nutrition services will be operated in a manner consistent with board goals and board policy. The SNS also will be operated in compliance with all applicable state and federal law, including requirements of the National School Lunch Program and all federal guidelines established by the Food and Nutrition Service of the United States Department of Agriculture. Specific legal requirements that must be met include, but are not limited to, the following.

1. School officials may not discriminate based on race, sex, color, national origin, disability, age, or eligibility status for free and reduced price meals. School officials are also prohibited for retaliating against an individual for prior civil rights activity.
2. The school nutrition services will meet safety and sanitation requirements established in local, state, and federal rules and guidelines for school nutrition services programs.
3. The school nutrition services will have a written food safety program that includes a hazard analysis critical control point plan for each school.
4. Menu preparation, purchasing, and related record keeping will be consistent with applicable state and federal rules and guidelines.
5. Banking, financial record keeping, budgeting, and accounting will be conducted in accordance with generally accepted practices and procedures, as dictated by the School Budget and Fiscal Control Act and in accordance with state and federal guidelines.
6. Donated food from the United States Department of Agriculture will be used and accounted for in accordance with federal regulations.
7. Preference will be given in purchasing contracts to high-calcium foods and beverages, as defined in G.S. 115C-264.1 and to foods grown or raised within North Carolina.

8. School Nutrition Services (SNS) funds will be used only for the purposes authorized by law. Indirect costs, as defined by law, will not be assessed to the SNS unless the program has a minimum of one month's operating balance.
9. The price for meals will be determined in accordance with federal law.
10. Non-program foods will be priced to generate sufficient revenues to cover the cost of those items. A non-program food is defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the school nutrition account.
11. All school nutrition services will be operated on a non-profit basis for the benefit of the SNS. School nutrition services are those that are operated from 12:01 a.m. until the end of the last lunch period.
12. All income from the sale of food and beverages that is required by law or regulation to be retained by the SNS will be deposited to the SNS account and will be used only for the purposes of the District's School Nutrition Services. All funds from food and beverage sales not otherwise required by law to be deposited to the SNS account will be deposited into the proper school account in accordance with guidelines developed by the superintendent or designee.
13. All competitive foods sold on school campuses will meet federal and state standards for nutrient content.
14. All employees whose job duties include procurement activities for the School Nutrition Services shall adhere to the conflict of interest rules and standards for ethical conduct established by the board in policies 6401/9100, Ethics and the Purchasing Function, and 8305, Federal Grant Administration. Failure to comply with these requirements will result in disciplinary action.

## **B. MEAL CHARGES**

Students who are required to pay for meals are expected to provide payment prior to or at the time of service. The board recognizes, however, that students occasionally may forget or lose their meal money. In the event that a student is unable to pay for a meal on a particular day, the student may charge a reimbursable meal. Students in Pre-K through 12<sup>th</sup> grade will be permitted to charge up to 7 breakfasts and 7 lunches. Individual food items cannot be charged by students or adults at any time. To safeguard the dignity and confidentiality of students in the serving line, reasonable efforts must be used whenever possible to avoid calling attention to a student's unpaid meal charges.

The school nutrition services director and principal shall work jointly to prevent meal charges from accumulating and shall make every effort to collect all funds due to the school nutrition services on a regular basis and before the end of the school

year. Notices of low or negative balances in a child's meal account will be sent by each school nutrition manager to parents and the principal at regular intervals during the school year. If a parent regularly fails to provide meal money and does not qualify for free or reduced-price meal benefits, the school nutrition manager shall inform the principal, who shall determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges. Parents are expected to pay all meal charges in full as they occur, but no later than the last day of each school year. Principals will be permitted to notify parents in writing that meal charges will not be allowed during the last two (2) weeks of school. Negative balances on student meal accounts will be carried forward to the following school year. However, the superintendent shall ensure that federal school nutrition funds are not used to offset the cost of unpaid meals and that the School Nutrition Services is reimbursed for bad debt resulting from uncollected student meal charges prior to September 30 each year.

This policy and any applicable procedures regarding meal charges must be communicated to school administrators, school food service professionals, parents, and students. Parents will receive the meal charges policy and any applicable procedures at the start of each school year in the Parent/Student Handbook and at any time their child transfers into the school district from another school district during the school year.

Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch Act, 42 U.S.C. 1751 *et seq.*, 2 C.F.R. pt. 200; 7 C.F.R. pt. 210; 7 C.F.R. pt. 215; 7 C.F.R. pt. 220; United States Department of Agriculture Policy Memos SP 46-2016, 47-2016, and 23-2017, available at <https://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos>; G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147 art. 6E, art. 6G; 16 N.C.A.C. 6H .0104

Cross References: Parental Involvement (policy 1310/4002), Goals of School Nutrition Services (policy 6200), School Meal and Competitive Foods Standards (policy 6230), Goals of the Purchasing Function (policy 6400), Ethics and the Purchasing Function (policy 5401/9100), Federal Grant Administration (policy 8305)

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