



April 18, 1995

ADMINISTRATIVE MEMORANDUM NUMBER SIXTY-FOUR
SCHOOL FOOD SERVICES PROCEDURES

There are numerous state and federal regulations under which our district School Food Services Program must operate. Generally these regulations are helpful in insuring quality, cleanliness, fairness, efficiency, and accountability in our program. Listed are a number of recommendations and compliance requirements for your guidance:

1. Meal Policy
Our district's "FREE AND REDUCED PRICE MEAL POLICY" is approved annually. You'll receive a copy of this policy each August and it must be on file in each school office. Compliance with this policy is mandatory and principals should see that their school food services procedures do not violate the policy in fact or in spirit.
2. Discrimination
A critical regulation within the Child Nutrition Program is the non-discrimination of free, reduced, or paid students because of race, color, sex, age, national origin or disability. Therefore, the purchase and collection of meal credits/tickets/cards must be done in such a way as to not identify the individual student's classification, such as grouping students according to their entitlement category (free, reduced, or paid).
3. Cancel Meals
Please do not cancel the school lunch/breakfast program for a class, grade level, or the entire school, unless it's an emergency. Missing a meal can be considered discriminatory in the case of free/reduced students. Contact the School Food Services Department to discuss feeding alternatives.
4. Kitchen Use
Principals should make certain that individuals or groups are not allowed to use school food services facilities or equipment without having an authorized person from School Food Service present to maintain sanitation, proper equipment use and security of equipment, smallwares and food/supplies inventory. Such special service should be reported by the kitchen manager on the regular time sheet. The organization requiring such a service should then be billed for any food items and/or the employees time required for such services. Food service employees then will be paid on their regular payroll check as required by law.
5. Equipment
All equipment which is the responsibility of the School Food Services Department should be left in the serving kitchen and should not be taken out on field trips, to faculty rooms, or to other areas of the

school for special functions.

6. Meal Charges

Recent changes in regulations allow us to establish the following district wide meal charge policy:

Elementary Schools will allow up to two temporary meal charges for students who do not have lunch money. If those meals have not been paid back then the student will receive a partial meal consisting of any two meal pattern components, i.e. bread, protein, fruit, vegetable and milk. Partial meals will be claimed as "other" meals, which are not reimbursable by the government. Charged meals will be charged to the School Food Services Program, by entering F2 in the student's account on the EZ lunch computer program. Please make every effort to collect for charged meals. Principals will create their own parent notification and collection procedures.

Secondary Schools will not allow meal charges. On the principal's recommendation a partial meal, described above, will be allowed.

7. Special Diets & Milk Allergies

Many parents are requesting special dietary needs for their children. To comply with the regulations of the Child Nutrition Program, each parent/school must use the attached Special Meal and Milk Allergy request forms. Upon request, the lunch secretary will send the appropriate form home to the parent. The parent will complete the form and acquire the medical authority's concurrence and signature. When the form is completed, it is returned to the Central Kitchen Dietetics who determines the needs and notifies the parents. The Dietetics staff will also counsel with the school kitchen manager on each individual case, and notify the school office so they can notify teachers/nurses as needed.

/s/

Loren G. Burton
Superintendent

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