

## **P7400 NUTRITION SERVICES PROGRAMS**

### **BOARD POLICY:**

**The Board of Education shall support the district's School Nutrition Services programs, which shall consist of the United States Department of Agriculture (USDA) Child Nutrition Programs plus *a la carte* food items, thereby providing adequate and nourishing food for participating pupils. The Board shall provide necessary resources and authorize the administration to implement and operate the various Nutrition Services, programs.**

Administrative Implemental Procedures:

1. Through Nutrition Services, the district shall provide food service programs designed to meet the needs of pupils and staff. Programs consist of the National School Lunch and Breakfast Programs (NSLP, NSBP), the Fresh Fruit and Vegetable Program (FFVP), the Child and Adult Care Food Program (CACFP), the After School Snack Program (ASSP) and the Summer Food Service Program (SFSP) and are designed to support the goals of the district.
2. The district shall receive Federal revenues through the Kansas State Department of Education (KSDE) from the U. S. Department of Agriculture. Additional revenues shall come from the sale of meals and *a la carte* food items to pupils and adults and from other sources that may be authorized by the Board. All revenue from Nutrition Services sales will be deposited to the Nutrition Services fund.
3. The various school Nutrition Services programs shall operate in accordance with the laws of Congress and State of Kansas, the rules and regulations of the U. S. Department of Agriculture and Kansas State Department of Education, and policies of the Board of Education.
4. The various school Nutrition Services programs shall be administered through a Director of Nutrition Services and his/her staff under the general supervision of the Division Director of Operations.
5. The Nutrition Services program in each school will be under the general administration of the building principal and the Director of Nutrition Services who shall:
  - a. Support and encourage participation in the school Nutrition Services program.
  - b. Promote a positive image of Nutrition Services to parents, teachers, pupils, and guests.
  - c. Administer and supervise the program and jointly supervise personnel located in the assigned building.
  - d. Collect and account for revenues, prepare reports, and perform other activities necessary to administer the Nutrition Services program at the building level.
  - e. Encourage the teaching of nutrition and wellness and coordinate educational activities.
  - f. Sponsor and establish activities for parents and pupils to provide feedback to the Director of Nutrition Services.
6. The Nutrition Services Department will utilize a broad range of resources and support services available within the school district. Nutrition Services is expected to seek a broad base of support from principals, teachers, pupils, parents, and advisory committees.
7. When possible and feasible, the district shall identify and charge to the Nutrition Services Fund all costs necessary to administer and operate the district's Nutrition Services programs according to USDA regulation and guidance.

8. The district shall utilize revenue from federal reimbursements, cash in lieu of commodities, state reimbursements, participating pupils and adults, *a la carte* sales, and catered school sponsored events for the operation of the various school Nutrition Services programs. The administration may utilize monies transferred from the General Fund, investment income from non-food service funds, and miscellaneous sources of revenue to balance the Nutrition Services Fund on an annual basis.
9. It is the annual objective of the Board of Education that the total Nutrition Services program be financially self-sufficient. Annual expenditures are expected to be balanced with revenues from federal, state, and local sources.
10. The administration will submit to the Board prior to the beginning of each school year proposed changes in meal prices for pupils and adults. Price changes will not be made during the year unless emergencies arise. If required, however, price changes will be made by administrative decision of the Superintendent with a subsequent report filed with the Board on the action taken, the reasons, and the expected result.
11. Nutrition Services employees shall be offered breakfast and lunch at a reduced cost.
12. The Nutrition Services Department will operate and manage a cafeteria at the School Service Center. It shall be the intent of the program to operate on a break-even basis. Food prices in that cafeteria will not require Board of Education approval as price adjustments are constantly made with the intent of managing a break-even program.
13. Menus for students will be planned by the Nutrition Services Department and will be distributed to each school in advance for a calendar month period. An indication that menus are subject to change will be included to allow for unforeseen circumstances.
14. Food and supplies necessary to operate the Nutrition Services programs shall be purchased as required by federal regulations, state statutes, and district policy.
15. The Nutrition Services Department will be staffed with employees who meet the required health and safety standards and possess the necessary combination of training and education.
16. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Form (AD-3027), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- 2) Fax: (202) 690-7442; or
- 3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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Board Counsel has approved this policy as to legal form and content.

Administrative Responsibility: Operations Division - Nutrition Services

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