

Wheatland School District

Board Policy

Food Service Operations/Cafeteria Fund

BP 3551

Business and Noninstructional Operations

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

(cf. 3550 - Food Service/Child Nutrition Program)

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to other individuals and organizations who are on campus during meal times for a legitimate purpose, such as classroom volunteers, parents/guardians, or student siblings.

The Superintendent or designee shall recommend meal prices for students and nonstudents for approval by the Board. Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board Policy, and Administrative Regulation.

(cf. 3553 - Free and Reduced Price Meals)

Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture commodities.

Program financial reports shall be presented regularly to the Board.

(cf. 3460 - Financial Reports and Accountability)

To enhance the ability to educate students by providing a school meal whenever possible and create a consistent policy throughout the district, the following policy shall apply to students who have no money to pay for a breakfast or lunch.

We do not encourage students to charge meals but will allow charges as necessary to feed the students. When a student has reached a balance owed of \$10 or more, the site manager will contact the parent in an attempt to collect the outstanding charges. The site manager will continue to

contact parents on a regular basis in order to clear the outstanding balance. A la Carte items may not be charged. These items would be removed from the tray and a student will be offered to purchase or charge a full reimbursable meal. The District has purchased a phone calling program called School Messenger. This program makes automated calls home to parents informing them of their student's outstanding balance along with the total amount due. A "negative balance letter" is generated and sent home with the student to inform the parents that their child's meal account is in the negative and they need to send money. At the end of each month a negative balance report is generated by the District Office and sent to the Kitchen Managers for review. The Kitchen Manager will make every attempt to collect on those accounts. Staff at the district office will make further phone calls and letters will be sent home advising the parents of outstanding charges. In the case of students with parents serving in the military, after all other measures have been exhausted, the district will involve the Beale Liaison, which has been appointed to the Board, to help with the outstanding charges. Decisions will be made based on each individual situation regarding the collection of the charges. At the end of the year, a report is given to the school principals of remaining outstanding charges.

SB 265 amended Section 49557.5(b)(1) of the California *Education Code (EC)* states that a pupil whose parent or guardian has unpaid meal charges is not to be shamed, treated differently, or **denied a reimbursable meal of the pupil's choice because of the fact that the pupil's parent or guardian has unpaid meal fees, and shall ensure that the pupil is not shamed or treated differently from other pupils.**

A child who has unpaid meal charges, is to be served a reimbursable meal of their choice throughout the school year regardless of the level of debt incurred by the household.

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services/Providers

With Board approval, the District may enter into a contract for management consulting services related to food service on a year to year basis.

(cf. 3600 - Consultants)

With Board approval, the District may enter into a contract with a private company that enables a school to operate a franchise offering fast food items for sale to students. The franchise agreement and food purchases shall be subject to the competitive bidding requirements of the National School Lunch and School Breakfast Programs.

Legal Reference:

EDUCATION CODE

38080-38085 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

UNITED STATES CODE, TITLE 42

1751-1769h School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

0701.00 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs,

No. 00-111

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Policy WHEATLAND SCHOOL DISTRICT

adopted: September 15, 2011 Wheatland, California

Wheatland School District

Administrative Regulation

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AR 3551

Business and Noninstructional Operations

Payments

With the exception of students who are eligible to receive meals at no cost, students or their parents/guardians may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain an account indicating payments received from each student or his/her parents/guardians for the purchase of school meals.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3553 - Free and Reduced Price Meals)

Students and their parents/guardians shall be notified whenever their account has a zero balance.

Whenever a student's account has an unpaid balance of up to ten (10) meals or more, parents/guardians shall be notified in writing that full payment is due and the child will be provided an alternate meal if requested.

Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias as defined in the California School Accounting Manual or appropriately reported to the California Department of Education. (Education Code 38091, 38101)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Any funds derived from the sale of cafeteria food and deposited in a Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance, or replacement of

cafeteria equipment. (Education Code 38102)

Regulation WHEATLAND SCHOOL DISTRICT
approved: September 15, 2011 Wheatland, California