

FOOD SERVICE PROGRAM

The District shall provide food service programs, including free and reduced lunch programs, to eligible students in accordance with applicable state and federal laws, rules and regulations. The Superintendent shall develop administrative guidelines to ensure the District's compliance with food service program requirements.

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15(b). To qualify for such substitutions the medical certification must identify:

1. The student's disability and the major life activity affected by the disability;
2. An explanation of why the disability affects the student's diet;
3. The food(s) to be omitted from the student's diet, and the food choice of foods that must be substituted.

On an individual basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. The medical statement must identify:

1. The medical or dietary need that restricts the student's diet.

2. The food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students, who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Director of Business. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account. Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection costs, including legal cost, arising from such bad debts after they have been determined to be uncollectable are also an unallowable.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. The maintenance of sanitary, neat premises free from fire and health hazards;
- B. The preparation of food that complies with Federal food safety regulations;
- C. The planning and execution of menus in compliance with USDA requirements;
- D. The purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy;
- E. Complying with food holds and recalls in accordance with USDA regulations;
- F. The accounting and disposition of food service funds pursuant to Federal and State law and USDA regulations;
- G. The safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. The regular maintenance and replacement of equipment and

- I. All District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy.

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines.

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.