

## CHILD NUTRITION PROGRAM MANAGEMENT

The Central Community School Board believes the school district should have a sound child nutrition program and that the child nutrition program should be an integral part of the total educational program. The School Board also believes that the highest possible sanitation standards should be maintained and that every effort should be made to make it possible for every child to participate in the child nutrition program without regard to race, color, disability, national origin, sex, or age.

Consequently, the School Board shall administer a *Food and Nutrition Program* in accordance with federal and state standards and requirements ~~as outlined by the Louisiana Department of Education, Bulletin 1196, Louisiana Food and Nutrition Programs, Policies of Operation, including that only products that have met all state certification requirements shall be utilized in child nutrition facilities.~~ Uniform school lunch and breakfast menus shall be established for the schools with the provisions that a cafeteria may, in addition to the uniform lunch, serve an additional menu to provide a choice for pupils. Menus shall conform to USDA requirements and those of the *Division of Nutrition Assistance Support*, Louisiana Department of Education.

The School Board, as the recognized child nutrition program authority for the school district, shall annually approve the national school lunch program, school breakfast program, U.S.D.A school commodity programs and any other related programs. The approved agreement shall meet all specifications mandated by the Louisiana Department of Education's *Division of Nutrition Assistance*.

Guidelines of the *Louisiana Sanitary Code* shall be strictly followed in the preparation, serving, and cleaning of all child nutrition programs and facilities.

### GUIDELINES

Each school shall abide by state and federal guideline restrictions on the operation of concessions, canteens, snack bars, vending machines or other food and beverage sales.

No supplies or foods, including leftovers, shall be removed from the child nutrition department by any employee of the school system unless he/she has been authorized to transfer the items to another school location. Disciplinary action may result for unauthorized food removal.

Regulations prohibit the denial of any meals as disciplinary action to any child in attendance at school. Denying meals to students for disciplinary reasons associated with disruptive behavior in the cafeteria, selling or loaning free or reduced price meal badges or barcodes, etc. is prohibited under Federal regulations. Disciplinary action used for other unacceptable behavior should be applied in these situations.

### SPECIAL EVENTS/USE OF CAFETERIA

Special events should not interfere with the preparation and service of school lunch, breakfasts, or snacks. School functions involving the use of the cafeteria shall be arranged through the principal and approved by the Supervisor of Child Nutrition. Whenever the cafeteria is used by the school, one or more of the child nutrition employees shall be in charge to ensure control over child nutrition foods and to ensure proper use and care of equipment and facilities. A *Special Event* form must be completed and sent to the Supervisor of Child Nutrition at least two (2) weeks in advance of the event. Events that occur at scheduled times during the school year can be handled by sending in one notice listing all of the dates.

### PAYMENT FOR MEALS

The School Board is not obligated to continue providing meals without receiving payment. The students' ability to pay is determined through the free and reduced price meal application process. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced price students. Regulations do not prohibit a school system from denying a meal to paying students who have not paid for the meal.

#### Payment in Advance

Students shall be allowed to pay for their lunch by the week, the month, or the year. The cafeteria manager shall collect and record all advanced payments. Upon entering the payment information, the computer shall assign each student a number and shall keep a record of the financial status for students that have paid in advance.

#### Payment Each Day

For a student who will pay for his/her meal each day, the cashier shall collect the money payment from the student and record in the computer the student's payment along with the student's ID number for proper accounting purposes.

#### Non-Sufficient Funds (NSF) Checks

Upon receipt of an NSF (non-sufficient funds) check, the food service manager shall call the parent/guardian of the child to notify him/her of the check. Two (2) attempts to contact the parent/guardian by telephone shall be made by the food service manager (using the home telephone number for the parent/guardian, which is on file in the principal's office). If the manager is not able to contact the parent/guardian, then a certified letter shall be sent to the parent/guardian (using the home address for the parent/guardian, which is on file in the principal's office).

The food service manager shall keep the NSF check until cash or a money order for the amount of the check and the certified postage is received by the food service manager. In