

GENERAL ADMINISTRATION DIVISION

Report No. 1

OGDENSBURG CITY SCHOOL DISTRICT
OGDENSBURG, NEW YORK

SUBJECT: Update on School Food Service Program (Lunch and Breakfast Charge Policy)

DATE: October 17, 2016

REASON FOR BOARD CONSIDERATION:

To present information to keep the commissioners updated on the Ogdensburg City School District's School Lunch Meal Charge Policy. To discuss the possibility of changing and adding new guidelines to the district's School Lunch Meal Charge Policy.

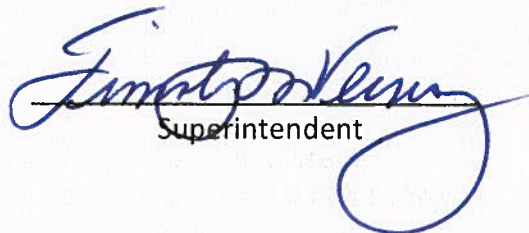
FACTS AND ANALYSIS:

Mr. Brian Mitchell, School Lunch Manager, will present information and discuss the School Lunch Meal Charge Policy for the Ogdensburg City School District.

RECOMMENDED ACTION:

None – information item

APPROVED FOR PRESENTATION TO THE BOARD:


Superintendent

TMV/alf

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)**School Food Service Program (Lunch and Breakfast)**

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch Program, School Breakfast Program and/or Special Milk Program to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price meals to elementary and secondary students in the schools of the District.

The Superintendent or his/her designee shall have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The determination of which students are eligible is the responsibility of the Reviewing Official and Verification Official or the Office of Temporary and Disability Assistance of the Department of Social Services. Appeals regarding eligibility should be submitted to the Hearing Official of the District.

Free or reduced price meals may be allowed for qualifying students attending District schools upon receipt of a written application from the student's parent or guardian or a "Direct Certification" letter from the New York State Office of Temporary and Disability Assistance (OTDA). Applications will be provided by the School District to all families.

School officials must also determine eligibility for free/reduced meals and milk by using the Direct Certification Matching Process, a dataset supplied by the Office of Temporary and Disability Assistance, and made available by the State Education Department. Any student receiving federal assistance through Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) is automatically eligible for free meals and milk. There is no need for families to complete further applications. School Districts shall notify parents or guardians of such eligibility, giving them the opportunity to decline free meals and milk if they so choose.

Procedures for the administration of the free and reduced price meal program of the Ogdensburg City School District will be the same as those prescribed in current state and federal laws and regulations.

***Child Nutrition Program/Meal Charge Policy**

Although not required by law, because of the District's participation in the Child Nutrition Program, the Board of Education approves the establishment of a system to allow a student to charge a meal.

I. The Board of Education recognizes that on occasion, students may forget to bring meal money to school. The goal of this policy is to treat all students with dignity and respect while promoting parental responsibility for meal payments and self-responsibility of the student. To establish practices that are age appropriate and minimize the fiscal burden to the district, the Board will allow students who may forget meal money to "charge" the cost of meals to be paid back at a later date subject to the terms in this policy.

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

II. To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-price meals, the Board shall abide by the following guidelines:

1. Grades K-6 are permitted to charge 6 lunches and 3 breakfast. When charges occur, the Food Service Worker will fill out a charge slip and place that in the teacher's mailbox for the teacher to send home with the student. When three (3) charges have occurred, the Food Service Worker will notify the Food Service Director by phone or email and the Food Service Director, or his/her designee, will make a call to parents/guardians about the charges. Once the maximum amount of charges has been reached, students will be given an alternative meal consisting of a Breakfast Break which has, fruit juice, grain product and white milk.

2. Grades 7-12 are permitted to charge 3 lunches and 1 breakfast. When charges occur, the Food Service Worker will fill out the charge slip and hand it to the student to take home. When three (3) charges have been reached, the Food Service Worker will give a list of names to the Food Service Office who will call the parent/guardian about charges if time allows. Once the maximum amount of charges has been reached, students will be given an alternative meal consisting of a Breakfast Break which has cereal, fruit juice, grain product and white milk.

III. Students are not permitted to charge ala carte items if they have a negative balance.

IV. Parents/Guardians will be mailed letters notifying them about charges when the maximum limit has been reached. Food Service Director, or his/her designee, will call parents/guardians to tell them that the student must have money or a lunch from home.

V. The school district shall send a letter home to all parents on an annual basis prior to the opening day of school, outlining the requirements of this policy. The policy shall also be published in appropriate school and district publications.

VI. Negative balances at the end of the school year will be forwarded to the new school year.

(Continued)

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)**Restriction of Sweetened Foods in School**

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

Restrictions on Sale of Milk Prohibited

Schools that participate in the National School Lunch Program may not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

Food Substitutions for Children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. The District will make reasonable accommodations to those children with disabilities whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. Such meal substitutions for students with disabilities will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

***Food Substitutions for Nondisabled Children**

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST) (Cont'd.)

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority or by the student's parent/legal guardian.

Prohibition Against Adults Charging Meals

Adults should pay for their meals at the time of service or set up pre-paid accounts.

HACCP-Based Food Safety Program

Schools participating in the National School Lunch and/or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District must develop a written food safety program for each of its food preparation and service facilities that is based on *either* traditional HACCP principles *or* the "Process Approach" to HACCP. (The "Process Approach" simplifies traditional HACCP by grouping foods according to preparation process and applying the same control measures to all menu items within the group, rather than developing an HACCP plan for each item.) Regardless of the implementation option that is selected, the District's written food safety program must also include:

- a) Critical control points and critical limits;
- b) Monitoring procedures;
- c) Corrective actions;
- d) Verification procedures;
- e) Recordkeeping requirements; and
- f) Periodic review and food safety program revision.

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

Child Nutrition Act 1966, 42 USC Section 1771 et seq.

Richard B. Russell National School Lunch Act 1946, 42 USC Section 1751 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 794 et seq.

Individuals with Disabilities Education Act (IDEA), 20 USC Sections 1400-1485

7 CFR Parts 15B, 210 and 220

Education Law Sections 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)

8 NYCRR Sections 200.2(b)(1) and 200.2(b)(2)

[Social Services Law Section 95](#)

****Ogdensburg City School District Adoption Date: March 9, 2015, Revised 5/20/15***