



Department: Child Nutrition
Policy Number: CHN-A001
Effective Date: 8/08/07

ADMINISTRATIVE POLICY

CHILD NUTRITION

MANAGEMENT

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

The school system will operate a school breakfast program in its schools in order to make available to all students the components of a healthy meal in the morning. No student should be denied the opportunity to purchase/select the choice of a component or a complete breakfast.

The school system will operate a school lunch program in its schools in order to make available, to all students, the components of a healthy meal at midday.

The Director of Schools or the appointed designee will approve the prices set for school breakfast, school lunch, milk and a-la-carte items sold in the cafeterias.

Students are encouraged to purchase meals or meal components in the cafeteria. Students and personnel are permitted to bring their lunches from home and allowed to purchase beverages, components and incidental items. Students will be allowed to purchase one individual item if he/she desires.

Each student will be assigned an identification number for use in the cafeteria. Students may purchase meals, components or a-la-carte with cash in line or by using funds deposited into their accounts. Students must not be identified based on status of free, reduced or full pay, as this is considered overt identification.

Account information is made available for students and parents upon request and students are informed when account balances are low.

CHARGING DURING MEAL SERVICE

Federal guidelines prohibit the Food Service operation from writing off bad debts as a result of charged meals.

Elementary guidelines have been agreed to by the elementary Principals and will be kept on file at each individual school (Attachment A).

High School guidelines will be kept on file at Central Office and made available upon request. It is the Principal's discretion as to the guidelines in place at Middle and High Schools (Attachment B & C). Each year it will be the Principal's responsibility to provide revisions to the Child Nutrition Director.

PURCHASING

The Clarksville-Montgomery County School System plan for procuring items for use in the School Food Service Program will provide for open and free competition, comparability, and provides for documentation of all procurement.

If the aggregate amount of purchases is more that \$5,000 per purchase order, the formal bid procedure will be used as required (ref. [PUR-P004](#)).

COMPETITIVE FOODS

Pre-school programs will have meals pre plated in lieu of offer versus serve.

Elementary and secondary schools will serve the reimbursable meal. Offer versus serve will be practiced in all schools for Kindergarten through 12 grade.

Middle and High Schools will offer components of the reimbursable meal to be purchased during the meal serving period only.

School Food Service will be allowed to sell child nutrition USDA approved a-la-carte items during breakfast and lunch times. The selling of items by other organizations during breakfast and lunch is prohibited.

FOOD SERVICE REQUIREMENTS AND OFFER VERSUS SERVE, GRADES K-12

BREAKFAST

The school breakfast must contain, at a minimum, the following food items:

1. A serving of fluid milk.
2. A serving of fruit or vegetable, or full strength fruit or vegetable juice.
3. Two servings of bread or bread alternate; or
4. Two servings of meat or meat alternate, or
5. One serving of meat or meat alternate and one serving of bread or bread alternate.



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Of the four required food items, a student may refuse one food component from any group.

LUNCH

The school lunch must contain, at a minimum, the following items:

1. One serving of meat or meat alternate.
2. Two or more servings of vegetables and fruit or both to total $\frac{3}{4}$ cup.
3. Bread or bread alternate.
4. One-half pint fluid milk.

Students are allowed to refuse any two food components. A student's decision to decline food items or accept smaller portions will not reduce the cost of the lunch to the students.

Implementing Procedures: [CHN-P002](#) Food Non/Food Bid
[PUR-P004](#) Formal Bid
[CHN-P005](#) Elementary Student Meal Charge

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/26/04		Initial Release
5/11/04	A	Change the amount for formal bid from \$10,000.00 to \$5000.00.
8/24/04	B	Add Attachment A
1/18/05	C	Remove 8 from Attachment A, renumber, add Adult Charges, Add Attachment B & Attachment C
8/08/07	D	Add pre-school reference to Competitive Foods, no revisions to attachments

***** End of Policy *****

CHARGE POLICY FOR ELEMENTARY SCHOOLS Cafeteria Guidelines

The following guidelines are an attempt to relieve some of the frustration brought about over charges in elementary cafeterias. The frustration is felt strongly by the Child Nutrition Staff, cafeteria managers, parents and principals. These guidelines provide consistency across the district in how charges and collections are handled.

1. All elementary schools will allow charges, not to exceed the price of three breakfast and three lunches for full pay students. These could be any combination of breakfast and lunch meal charges.
2. When a zero balance or low balance is reached, the cashier is responsible for reminding the students that they need to bring meal money the following school day.
3. When a student's balance goes in the negative they will be sent a notification letter every day until the negative balance is paid.
 - a. If the student's balance is such that another charge could be allowed, the cafeteria will generate a friendly reminder letter that the student is in the negative and to please send money to cover the charges plus any additional purchases to be made the following school day.
 - b. If the student's negative balance is such that an additional charge would put them over the charge limit, the cafeteria will generate a letter using different colored paper stating that the child has exceeded the allowable charges in the cafeteria and will not be allowed to charge any additional meals. It will also state that if the child does not have money for meals the next day they will be sent to the school office for an alternative snack during the meal period.
4. The student letters will be prepared by the cafeteria manager and folded in such a way so others cannot see the contents of the letter and labeled by homeroom. The principal will decide how the letters are to be distributed to the classes each day. The cafeteria manager will not be required to deliver the letters to each room.
5. The cafeteria will print a charge list daily and send it to the school office so teachers can be notified not to allow the students to come through the meal lines without money if they have reached their charge limit. These students will be sent to the office for a snack each day until the charges are paid. Principals will be responsible for determining the snack and where the funding for the snack comes from. The snacks cannot be provided by the cafeteria.
6. If a child that exceeds this charge limit happens to come through the cafeteria serving line with a meal – they WILL be allowed to charge again. The cashier must make note of the student that has exceeded the charges and the cafeteria manager must make contact with the teacher via e-mail, broadcast, memo, etc. **NO TRAYS WILL BE TAKEN AWAY.**
7. There will be no charging of a la carte items.

CHARGE POLICY FOR ELEMENTARY SCHOOLS
Cafeteria Guidelines

8. Charges remaining at the end of the school year will be forwarded to the Finance Department at Central Office for collection.
9. Schools failing to comply with the set procedures will be responsible for the outstanding debts remaining at the end of the school year.
10. Cafeterias will be required to send charge lists to the Child Nutrition Department at Central Office at least once per month to insure proper guidelines are being followed. Unusually large negative balances and excessive charges will be researched for being non-compliant with procedures.
11. The school office is to withhold grades/report cards on any student with an outstanding debt to the cafeteria until such debt is paid. The cafeteria must, therefore, always be a checkout point when students leave or transfer from their school.

ADULT CHARGES:

Adult charging of meals for school system employees may be allowed with the approval and agreement of the cafeteria manager and school principal for staff that occasionally forgets money or lacks adequate funds in their pre-paid account. Charge letters should be printed and distributed for staff charges just as required for students. Unpaid adult/employee charges remaining toward the end of the school year must be paid by individuals or the school. These charges are not to be submitted to Central Office for collection.

CHARGE POLICY FOR MIDDLE SCHOOLS

Cafeteria Guidelines

1. All middle schools will allow charges not to exceed the equivalent of three lunch meals for full pay students. No charging breakfast or a la carte items.
2. When a zero balance or low balance is reached, the cashier is responsible for reminding the students that they need to bring meal money the following school day.
3. When a student's balance goes in the negative they will be sent a notification letter every day until the negative balance is paid.
 - a. If the student's balance is such that another charge could be allowed, the cafeteria will generate a friendly reminder letter that the student is in the negative and to please send money to cover the charges plus any additional purchases to be made the following school day.
 - b. If the student's negative balance is such that an additional charge would put them over the charge limit, the cafeteria will generate a letter using different colored paper stating that the child has exceeded the allowable charges in the cafeteria and will not be allowed to charge any additional meals.
4. The student letters will be prepared by the cafeteria manager and folded in such a way so others cannot see the contents of the letter. The principal will decide how the letters are to be distributed to the students each day. The cafeteria manager will not be required to deliver the letters to each room.
5. The cafeteria will print a charge list daily and send it to the school office.
6. If a child that exceeds this charge limit happens to come through the cafeteria serving line with a meal, they will be referred to the principal or administrator for the appropriate action. (The student's food tray will be set aside until a determination is made.) The action taken under these circumstances will be at the discretion of the principal. Possible procedures may include:
 - a. Issuance of approval slip for additional charges.
 - b. Contact Parent/Guardian.
 - c. Provide alternative snack.
7. Charges remaining at the end of the school year will be forwarded to the Finance Department at Central Office for collection.
8. Schools failing to comply with the set procedures will be responsible for the outstanding debts remaining at the end of the school year.
9. Cafeterias will be required to send charge lists to the Child Nutrition Department at Central Office at least once per month to insure proper guidelines are being followed. Unusually large negative balances and excessive charges will be researched for being non-compliant with procedures.

CHARGE POLICY FOR MIDDLE SCHOOLS

Cafeteria Guidelines

10. The school office is to withhold grades/report cards on any student with an outstanding debt to the cafeteria until such debt is paid. The cafeteria must, therefore, always be a checkout point when students leave or transfer from their school.

ADULT CHARGES:

Adult charging of meals for school system employees may be allowed with the approval and agreement of the cafeteria manager and school principal for staff that occasionally forgets money or lacks adequate funds in their pre-paid account. Charge letters should be printed and distributed for staff charges just as required for students. Unpaid adult/employee charges remaining toward the end of the school year must be paid by individuals or the school. These charges are not to be submitted to Central Office for collection.

CHARGE POLICY FOR HIGH SCHOOLS
Cafeteria Guidelines

STUDENT CHARGES;

Charging as a general rule is not allowed in high school. Exceptions should be considered under special circumstances at the school principal's discretion.

If a charge is allowed:

1. The cafeteria manager should print charge notices for distribution to the students until charges are paid.
2. The school office is to withhold grades/report cards on any student with an outstanding debt to the cafeteria until such debt is paid. The cafeteria must, therefore, always be a checkout point when students leave or transfer from their school.
3. Charges remaining at the end of the school year will be forwarded to the Finance Department at Central Office for collection.

ADULT CHARGES:

Adult charging of meals for school system employees may be allowed with the approval and agreement of the cafeteria manager and school principal for staff that occasionally forgets money or lacks adequate funds in their pre-paid account. Charge letters should be printed and distributed for staff charges just as required for students. Unpaid adult/employee charges remaining toward the end of the school year must be paid by individuals or the school. These charges are not to be submitted to Central Office for collection.