

## NUTRITION SERVICES OPERATIONS

- 1.0 **General.** The nutrition services program shall follow federal, state and county rules for operation of food services to students, including regulations of the United States Department of Agriculture, the Colorado State Board of Education, the Colorado State Board of Health, and the local health departments.
- 2.0 **National School Lunch and Breakfast Programs.** The Nutrition Service Department shall adhere to regulations required for participation in the National School Lunch and Breakfast Program and special food programs. They shall meet all state and federal requirements relating to meal and menu records, nutrition, fiscal controls and accountability, free and reduced priced meals, civil rights compliance, sanitation and safety. Specifically:
  - 2.1 Elementary, K-8 and middle schools shall participate in the National School Meals Programs.
  - 2.2 High schools may be considered for exemption from participating in the National School Meals Programs through an application process demonstrating all established criteria have been met. Applications for exemptions or to return from exemption, shall be submitted for a decision to the Executive Director of the level and the Director of Nutrition and BASE. Initial and/or renewal applications for exemption shall be submitted no later than October 1st of any year. Appeals of the application for exemption decision shall be made to the Chief Operating Officer. Any school intending to return to the National School Lunch Program must notify the Director of Nutrition and BASE no later than October 1st of any year.
    - 2.2.1 District schools not participating in the National School Lunch and Breakfast Programs (non-participating) shall also provide free and reduced price meals to eligible students from program revenues. Such meals shall be comparable nutritionally and in monetary value to those provided to paying students.
  - 2.3 Meals for those schools participating in the National School Meals Program shall be priced as units. Meal price increases must be submitted to and approved by the District's Board of Education.
  - 2.4 Schools at all levels participating in the National School Lunch and Breakfast Programs shall comply with the rules and regulations established by the Colorado State Board of Education and the United States Department of Agriculture regarding competitive food services. Competitive food service is any food or beverage service that is separate and apart from the nonprofit federal/state reimbursed food service program.
    - 2.4.1 Competitive food service shall not operate for one-half hour before, during, or until one-half hour after the regularly scheduled breakfast, lunch and/or snack programs.
  - 2.5 Food sales and exemptions for fundraisers shall be in accordance with District Policy 3720.
  - 2.6 The Nutrition Services Department shall file the annual renewal agreements and operate in a manner to maintain eligibility to receive federal and state meal reimbursement and donated commodity foods.

- 3.0 **Student Incidental Purchases/Adult Meals.** Students may bring individual, personal lunches from home and purchase milk and/or incidental items in the cafeteria. Adults may purchase school meals, but adult meals shall be priced in accordance with Colorado Department of Education guidance and shall cover, at a minimum, the full cost of producing the meal as federal reimbursement and commodities are not earned for adult meals.
- 4.0 **Meal Charges.** The Nutritional Services Department shall have in place a clearly written and communicated system to address meal charges that complies with the current Food and Nutrition Service (FNS) of the United States Department of Agriculture.
- 5.0 **Student Supervision.** The principal or designee is responsible for supervision and control of student behavior in the cafeteria.
- 6.0 **Food Service Funds.** The nutrition services program shall be accounted for as a non-profit special revenue fund without operating support from the general fund. The food service fund shall be used to account for all reportable and allowable revenues, expenditures, and other sources and uses of food service transactions funded. For each school year, indirect costs or direct charging for indirect cost items may be recovered from the food service fund, but shall be limited to that amount established by the approved unrestricted indirect cost rate as determined by the Colorado Department of Education under the federal indirect cost rate agreement. The District shall consider the appropriate levels of reserves in the food service fund through the budget process in consultation with the District Director of Nutrition and BASE.
- 6.1 The District shall provide contributed capital paid from District capital expense or bond funds for the furnishing and equipping of new school kitchens or for renovating school kitchens. Equipment purchased from District funds shall be identified as District assets in the Nutrition Services Department.
- 7.0 **Special Dietary Needs.**
- 7.1 Nutrition Services shall comply with requests for special dietary needs and adaptive equipment at no extra cost for children with a documented disability and/or medical need. A completed Medical Statement form must be signed by a licensed physical (M.D. or D.O.), Advanced Practice Nurse (APN) with prescriptive authority (RXN), and/or a Physician Assistant (PA).
- 7.2 Schools shall operate in accordance with District Policy 5415 in considering students with food allergies.
- 8.0 **Personnel.** The Nutrition Services Department shall be operated under the general supervision of the Director of Nutrition and BASE. The cafeteria staff in each school shall be responsible to the Director of Nutrition and BASE, but shall cooperate with the principal of the school in all matters essential to the proper functioning of the meals program. School administrators shall forward any evaluation or personnel information about classified nutrition services personnel to the assigned Nutrition and BASE supervisors as needed, as all personnel actions for nutrition services personnel are performed by the Nutrition Services Department.

**CROSS REFERENCES:**

Code: 3710

Code: 3720

Code: 3730

Code: 5415

**LEGAL REFERENCES:**

C.R.S. 22-23-120

USDA SP 46-2016

42 USC 1751 et seq.

42 USC 1771 et seq.

Code of Federal Regulation Title VII Part 201.10

CODE OF FEDERAL REGULATION TITLE VII PART 15B

Colorado Department of Education

Adams 12 Five Star Schools

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