

REIMBURSEABLE SCHOOL MEALS AND MILK PROGRAM

(National School Lunch Program, School Breakfast Program, Special Milk Program and other meal programs)

The district's nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:
 - a. Nonpricing (serve SMP milk at no charge to all students);
 - b. Pricing programs without a free option (charge all students for SMP milk); or pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Adult and Family Services (AFS)).
 - c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).
2. Reimbursable meals and afterschool snacks will be priced as a unit.
3. Reimbursable meals and snacks will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced price meals and free milk.
4. Annually, the district will establish prices for reimbursable student meals, afterschool snacks and milk. The price charged to students who do not qualify for free or reduced price meals or free milk will be established annually by the district in compliance with state and federal laws.¹
5. The price charged to students who qualify for reduced price meals will be established annually by the district in compliance with state and federal laws.²
6. The district will may offer SMP at no charge to students who are not able to participate in the district's lunch or breakfast programs.
7. [The district will implement claiming alternative Provision 2 at the following schools under its jurisdiction:
(List schools).]
8. The district will may implement claiming alternative Community Eligibility at all eligible and approved schools
at the following schools under its jurisdiction.: (List schools).

¹The new requirement under Healthy, Hunger Free Kids Act of 2010, 42 U.S.C. 1751 §§ 205 establishes new criteria for equity in school lunch pricing.

²According to Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals, 7 C.F.R Part 245 (2011).

Application Procedures

1. Households receiving food stamps or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals, and afterschool snacks, for the students listed on the official document. Districts must access this document at least three times per year.
2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals, afterschool snacks and milk, for the students listed on the official documents.
3. Households that submit, within 10 days of receipt, a confidential application will be notified of their student's eligibility for free or reduced price meals. Households that are denied free or reduced price benefits will be notified in writing using the Oregon Department of Education (ODE) template letter distributed to the district annually.
4. On a case-by-case basis, when a student is known to be eligible for free or reduced price benefits, and the household fails to submit a confidential application, the superintendent or homeless advocate may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision in writing and given the opportunity to decline benefits.
5. Students who do not qualify for free or reduced price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged "paid" meal prices set by the district. "Paid" category students will be treated equally to students receiving free or reduced price benefits in every aspect of the district's NSLP and SBC Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).
6. The district has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP and SBP, CACFP, and SFSP.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.³
4. District nutrition and food services revenues will not be used to purchase land or buildings.

³For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP, ~~and SBP~~, CACFP, and SFSP costs as described in ~~Office of Management and Budget (OMB) circular A-87 2 C.F.R. 200.~~
8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.
9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products ~~that~~ where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.
11. The district may use facilities, equipment and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.
3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SBP, CACFP, and SFSP benefits and services, and employment practices with regard to the operation of its NSLP and SBP, CACFP, and SFSP. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's ~~civil rights coordinator~~ director of Child Nutrition Programs within three days of receiving the complaint.
5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The district will maintain strict confidentiality of all information ~~on the~~ obtained through a confidential application for free and reduced price meals, or direct certification, including students' eligibility for free or reduced price meals and all household information. The district's NSLP, ~~and SBP~~, CACFP and SFSP operators are not required to release any information from a student's ~~confidential application for free or reduced price meals~~ eligibility information. No information may be released from a student's confidential application for free or reduced price meals without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:

- a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, ~~Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP)~~ CACFP, SFSP or SNAP;
- b. Any other confidential information contained in the confidential application for free and reduced price meals (family income, address, etc.) may be released without written consent only to persons who operate or administer ~~the~~ NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning⁴

1. Meals and afterschool snacks served for reimbursement will meet ~~all USDA Meal Guidelines of the recommendations of the most current Dietary Guidelines for Americans~~ nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards .
2. Meals and afterschool snacks served for reimbursement will meet at least the minimum NSLP, SBP, CACFP, and SFSP requirements for food items and quantities.
3. Meals served for reimbursement will:
 - a. ~~Meet at least the minimum nutrient standards set by the Healthy and Hunger Free Kids Act (HHFKA)~~ all calorie range requirements by grade level.
 - b. Meet the maximum standards set for ~~total fat and saturated fat; and~~
 - c. Meet the maximum standards set for sodium by grade level; and
 - d. ~~Offer less sodium and cholesterol and increase the level of dietary fiber over time. The district will use a USDA approved menu planning approach to plan meals and snacks claimed for reimbursement.~~ Meet the requirement for zero grams of trans fats.
- ~~4. The menu planning approach selected by the district to be used in all schools under its jurisdiction is [traditional food based] [enhanced food based] [nutrient standard menu planning] [assisted nutrient standard menu planning].~~
5. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable ³ ~~[an entree and one other menu item]~~ offered in program lunches.
6. The district will use the offer versus serve option when serving program breakfasts to senior high school students. High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.
7. The district will use the offer versus serve option when serving program lunches to students below senior high school grades, and may use offer vs. serve in SBP, CACFP and SFSP programs. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.
8. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.⁵

⁵Modify the language of this item to be reflective of the options the district has selected for offer versus serve.

Use and Control of Commodity Foods

1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the ~~reimbursable lunch and breakfast program~~ NSLP, and SBP and SFSP.
2. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP, SFSP or ~~afterschool~~ snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The district will claim reimbursement only for reimbursable meals and afterschool snacks served to eligible children.
2. All meals and afterschool snacks claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal and snack meets NSLP, CACFP and SFSP requirements for reimbursement.
3. The person responsible for determining reimbursability of meals and afterschool snacks will be trained to recognize a reimbursable meal ~~under the menu planning approach used at the school~~.
4. The district official signing the claim for reimbursement will review and analyze monthly meal, and afterschool snack counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

Food Safety and Sanitation Inspections

1. The district will maintain necessary facilities for storing, preparing and serving food and milk.
2. Semi-annually, the district will schedule food safety inspections with the county Environmental Health Department or Oregon Department of Human Resources for each school or dining site under its jurisdiction.
3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student’s school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.

4. The district will provide substitute foods for ~~students who are determined by a licensed physician to be legally disabled and whose disability restricts their diet with a disability⁶ that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed physician health care professional is on file at the school. The medical statement must state the nature of the child's disability and how the disability affects the child's nutrition needs, and it must provide a medical prescription for substitute foods or texture modification impairment so its effect on the student's diet is understood, and what must be done to accommodate the impairment. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for substitute meals or foods meals with the accommodation.~~
5. ~~Households will be notified in writing of the following requirements regarding missing or stolen meal tickets:~~
 - a. ~~A minimum of three ticket replacements per year will be made as a result of lost or stolen tickets;~~
 - b. ~~One advance written warning will be given to the student's household after the third lost or stolen ticket incident;~~
 - c. ~~The warning will state that the next time the student fails to have a ticket, he/she must either bring a meal from home or pay full price for the meal;~~
 - d. ~~For the reason of a lost or stolen ticket, meals will not be denied to preprimary and young primary students or disabled students who are unable to take full responsibility for their meal ticket(s).~~
6. The district will control the sale of ~~the following foods of minimal nutritional value (FMNV): carbonated beverages, water ices, chewing gum, hard candy, jolly and gum candies, marshmallow candy, fondant (candy corn type), licorice, cotton candy and candy coated popcorn competitive foods.~~
7. ~~The district will ensure that soda pop vending machines and sales of other FMNV will not be allowed in any school's dining site(s) during the time(s) when NSLP lunch meals or SBP breakfast meals are served or eaten. Dining sites are cafeterias and any other place where NSLP lunch meals or SBP breakfast meals are served or eaten.~~
8. The district will ensure that potable drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.⁷
9. The district will notify all households of its meal charge requirements early in the school year. The district's meal charging requirements are as follows:

~~A charge account for students paying full or reduced price for meals may be established with the district. Elementary and middle school students may charge no more than [two]three meals. High school students will not be allowed to charge meals. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full but will be allowed to purchase a meal if the student pays for the meal when it is received. At least one written warning shall be provided to a student and his/her parent prior to denying meals for exceeding the district's charge limit. Payment is due to the school's kitchen manager as soon as possible on the [] of each month. Students or parents of students may prepay meal costs.⁸~~

⁶To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

⁷New requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203.

⁸Language is suggested only. Revise to reflect district's meal charging requirements and ensure information is communicated to students and parents.

- a. A charge account for all students will be established with the district. Regardless of whether a student owes money for previous meals or has money to pay for a meal, the district will provide the student who requests a meal with a USDA reimbursable meal. Students, or parents of students, are encouraged to prepay meal costs.
 - b. The district will communicate charge account balance information, including low or negative balance information, directly to parents.
10. The sale of foods (~~other than FMNV~~) in competition with the district's lunch (NSLP), ~~or~~ breakfast (SBP), CACFP, and SFSP (competitive foods) programs will ~~be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.~~ meet Oregon Smart Snacks Standards, which are incorporated herein by reference. Restrictions on competitive foods apply:
- a. From midnight before school, through the extended school day to include hours for activities such as clubs, yearbook, athletic practices, band, and drama rehearsals; excepting events where significant parent supervision is provided, such as at sporting events, band or drama performances, and awards ceremonies; and
 - b. In all areas of the school campus that are accessible to students.
- ~~11. The district will not use nutrition and food services funds to purchase FMNV for sale unless the proceeds from the sale of those foods is deposited into the Nutrition and Food Services account in an amount sufficient to cover all direct and indirect costs relating to the purchase and service of the feeds.~~
- ~~12. Soda pop and any other FMNV will not be offered "at no additional cost" with NSLP lunch meals or SBP breakfast meals in any district school.~~
13. Students will be charged for second servings of meals or portions of meals served.

Record Keeping

- ~~1. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be maintained for three years after the current school year. Records will be maintained longer in the event of unresolved audit(s) until the audit(s) has been completed.~~
- ~~2. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents will be readily retrievable by school or site and made available to state or federal reviewers upon request.~~
- ~~3. The district will maintain financial records that account for all revenues and expenditures of the nonprofit school nutrition and food services for a period of three years after the school year to which they pertain.~~

The following document will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audits has been completed:

1. All currently approved and denied confidential applications for free and reduced price meals and all current direct certification documents, eligibility verification documents and school membership or enrollment lists;
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs, including procurement documents;

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(continued)*

3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity; and
7. Records to document compliance with Revenue from Non-program Foods; and
8. Internal program monitoring documents for NSLP, SBP, afterschool snacks, CACFP and SFSP.