



**Food Service Program Procedures**

**2021-2022**

## **Food Service Procedures**

All State and National School Lunch & Breakfast Program are Federally Funded Programs, thus policy and procedures MUST be accurately followed. If this program is used outside the procedures and guidelines set forth, schools could be audited and fines imposed.

### **Processing of Meal Applications**

1. Each school secretary will be responsible for the processing of the free and reduced meal applications, they receive. Training has been completed so that the processing can be done immediately. However, an eligibility determination must be made and the family notified of its status within 8 operating days of the receipt of the application. In addition parents must be informed that students are considered FULL PAY STUDENTS until eligibility has been determined.
2. In order to process applications, applications must include ALL the required information per guidelines set forth by USBE. Any application that is missing required information, contains inconsistent information, or is listed as unclear, is considered an incomplete application and CANNOT be processed.
3. Once eligibility status has been determined, ALL applications will be given to the Food Service Director, where they will be kept on file for a minimum of three (3) years, plus the current year after the final claim is submitted.
4. A determining official other than the individual who made the initial eligibility determination must review each application selected for verification to ensure the eligibility was determined correctly the first time. The sample size for verification is determined by the State Board of Education and only the sample size can be verified. The Lunchroom Manager will be responsible for conformation reviews. Training will be provided annually prior to the start of a new school year.

### **Processing and Receiving Payment**

1. All payments for school meals must be received by the building secretary of the school which the student resides. Handling of funds outside of a schools front office is prohibited. (No money will be allowed to be exchanged in the lunch line.) If a student in the lunch line has not made adequate payment for meals, the following procedures will apply.
2. When a student meal account reaches a remaining fund balance of \$5.00 the School Secretary will issue an Infinite Campus notification to parents/guardians notifying them of account status.

#### *Elementary School Students*

1. Charges not to exceed \$7.00 (Contact will be made after each charge).
2. Alternative Meals will be provided after noncompliance.
3. After a charge is made students will be issued a charge ticket by the secretary that the student will provide to the lunch worker for receipt of a meal.

### *High School Students*

1. Charges not to exceed \$7.00 (Contact will be made after each charge).
2. Alternative Meals will be provided after noncompliance.
3. When an insufficient fund has been established, students will be issued a charge ticket by the secretary that the student will provide to the lunch worker for receipt of a meal.

### *Adult Meals*

1. Charges not to exceed \$7.00 (Contact will be made after each charge).
2. Pre-payment is available: [utcloud1.infinitecampus.org/campus/tintic](http://utcloud1.infinitecampus.org/campus/tintic)

### **Daily Lunch Count**

1. School Secretaries are responsible for the processing of the daily lunch count. Once the school lunch count has been accounted for the School Secretary will email the count directly to the Food Service Manager: [tsnell@tintic.org](mailto:tsnell@tintic.org)
2. All Daily lunch counts must be submitted by **9:30 a.m.** with a final count no later than **10:30 a.m. (Email)**.

### **Lunch Deliveries**

1. Lunch deliveries are the responsibility of the building school administrator.
2. Lunch carry outs will be prepared by the district food service staff and ready for pick up no later than 12:30 p.m.
3. Daily lunch count procedures listed above will be followed. In the cases of unexpected disciplinary actions, arrangements can be made directly through the Food Service Manager.
4. Detained (ISS) students will be provided the opportunity to sign up and receive a district-designated lunch. Students with insufficient funding will be issued the alternative or substitute and will be funded by the buildings administration.

### **Special Diet Accommodations**

1. A written medical statement is required from a State licensed healthcare professional in support of a request for a meal modification. The nature of the disability and the age of the child shall be considered when developing appropriate meal modifications.
2. All disability considerations must be viewed on a case-by-case basis.
3. The medical statement does not need to provide a specific diagnosis by name or use the term “disabled” or “disability.” The medical statement must include:
  - The food or foods to be omitted from the child’s diet; and

- The food or choice of foods to be substituted.
4. If food service personnel do not receive a medical statement from a recognized medical authority, the student will receive a meal containing the required meal components found within the approved meal pattern. Medical statements completed by parents or guardians will not be accepted. The following occupations are authorized to write medical prescriptions in Utah:
    - Physician (M.D.)
    - Physician Assistant (P.A.)
    - Osteopathic Physician (D.O.)
    - Advance Practice Registered Nurse (A.P.R.N.)
    - Naturopathic Physician (N.D. or N.M.D.)
  5. Students with an approved Special Dietary Needs Request form will be marked in Aspire (SIS).
  6. Special Dietary Needs Request form must be maintained for three years, plus the current year.
  7. Meals served outside of the planned menu date due to a special diet request must be documented on production records.
  8. Special diet information including the Special Dietary Needs Request form can be found on the district web site under food service department for parents who need to change their student's meals due to allergies or other special diet accommodations.

### **Civil Rights Complaints**

1. Complaints alleging discrimination in the food service department shall be accepted by the Food Service Director.
2. Complaints must be submitted in writing. If this is not possible, all required information must be recorded by the Food Service Director on a Civil Rights Complaint Form.
3. Any time a civil rights complaint is filed, the Utah State Board of Education must be notified.

### **Revenues and Expenses**

The Food Service Director along with the District Business Administrator will evaluate annually food costs, meal prices, employee hours and production costs. If year-end expenses are in excess of revenues, a general fund transfer will be performed by the external auditor during the yearly District financial audit.

Revenue and expenses from nonprogram foods shall be reported separately. Meal costing and the USDA Nonprogram Revenue Calculator shall be performed annually to ensure minimum

revenue required from the sale of nonprogram foods is being met. If the minimum revenue is not met, funds from a general food service fund transfer will be allocated to the nonprogram food account.

### **Sack Lunch Requests**

1. Employees need to remember that special lunch requests, such as for sack lunches, always require extra work, time and preparation by school lunch workers. In addition, they almost always have to make a special food order in meeting such requests.
2. Requests must be made on a Sack Lunch Request form available for download on the District website (*Sack Lunch Request*).
3. Requests must be made no less than **two (2)** weeks in advance of the event.
4. Requests must be signed by the building administrator.
5. Requests may be made for a breakfast and a lunch or just a lunch only. Requests for two lunches do not comply with Federal School Lunch regulations and cannot be honored.
6. Special requests cannot be honored during the last week of school due to inventory and reporting requirements that must be met during that week.
7. Teachers must provide the food service manager with the name(s) of the student(s) who will need a sack lunch. Teachers will mark off the students when they take a meal.
8. The sack lunch roster shall be maintained for three years, plus the current year.
9. A Sack Lunch Request form is attached to the back of this policy.



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## **Sack Lunch Request**

**Requests must be made no less than two (2) weeks in advance of the event.**

Requested by \_\_\_\_\_

Admin. Approval \_\_\_\_\_

Date Submitted \_\_\_\_\_

Date Needed \_\_\_\_\_

Time Needed \_\_\_\_\_

Number of Lunches \_\_\_\_\_

### **Special Instructions**

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**Please note: You must attach documentation of a list containing the names of all students who will be receiving a sack lunch for this event.**