

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: June 14, 2016

REVISED:

808-AR-0. CAFETERIA OPERATIONS

General Operation

All cafeterias shall operate under the Federal National School Meal Program.

All cafeterias may also serve a la carte items.

Cafeteria Managers shall report to the Supervisor of Nutritional Services who will consult with the principal.

The breakfast meal shall be served prior to the beginning of the instructional day. When possible, there should be a three-hour interval between the serving of breakfast and lunch.

Determination of Food Prices

The Business Administrator shall make recommendations annually to the Board for the adoption of student and adult breakfast and lunch prices.

The Board shall approve an annual budget and set the price of all meals at that time.

Reports

The Cafeteria Managers shall submit the following to the Supervisor of Food & Nutrition on a schedule provided by the Business Administrator:

1. Bill list, including supporting invoices for all listed expenses.
2. Cafeteria supplies and food inventory with retail pricing.

Cafeteria Managers shall prepare deposit slips for all daily receipts for transmission to the bank.

Participation in Meal Programs

All students are eligible to participate in the breakfast and lunch program on the basis of regular price, reduced price and free.

Building principals along with Cafeteria Managers will forward all completed free and reduced meal applications to the Food and Nutrition Department.

The principal shall refer cases to the Food and Nutrition Department when it is believed that students may be eligible to participate in the free and reduced meal program.

Students may purchase or acquire meals by using their student ID badges or personal ID number or name.

Every student will have a cafeteria account and may deposit into the account whether the student normally pays or receives a free or reduced lunch. The student or parent/guardian are the only parties permitted to withdraw from the account.

Money is deposited into the account using cash, checks, money orders or the online payment system.

Change will not be given for a check or money order deposit. Checks will serve as the only receipt for account deposits.

Students may use the account for meal or a la carte purchases.

Charged Meals

If a student accrues charges, a written notice for parents/guardians will be given to the student in the elementary grades. A verbal warning will be given to secondary students notifying them of charges; subsequent charged meals will be followed by a written notice for parents/guardians.

Once a student has exceeded six dollars (\$6.00), an alternate meal of one (1) cheese sandwich or one (1) ham and cheese sandwich or one (1) ham sandwich, one (1) fruit or vegetable and the student's choice of one (1) milk will be provided. The student's account will be charged one dollar and 50 cents (\$1.50). Food allergies will be considered.

Student accounts carry over with the student to each grade. Any debts on the account must be paid in full at the end of each year and prior to graduation. Collection of debts will be handled in accordance with Board policy and administrative regulations related to student indebtedness.

No student will be denied a meal as a disciplinary action.

Parents/Guardians may request student participation reports to verify program activity.

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808-AR-1. FOOD SAFETY

The District will take appropriate measures to prevent or minimize the risk of foodborne illness in schools by developing a food safety program that complies with applicable federal, state and local food safety laws and regulations.

The Superintendent will establish a Wellness Committee that includes District representatives in the areas of food service, health education, risk management, facilities and sanitation, health services, as well as teachers, parents/guardians, students, and representatives from public health agencies. The team will assist with the development, implementation and monitoring of a comprehensive and coordinated approach to food safety.

All food services staff will receive food safety training and ongoing professional development appropriate to their positions and assigned responsibilities.

All District staff will receive copies of policies and procedures related to food safety and will participate in appropriate inspection services, training programs and professional development.

Certified school nurses and other school health services providers will be trained to:

1. Recognize the symptoms of foodborne illness.
2. Document incidents of foodborne illness.
3. Follow procedures for contacting the local health department when foodborne illness is suspected.
4. Manage students and staff suspected of having a foodborne illness, including referring them for further health care.

School Facilities and Environment

Adequate access to hand washing facilities and supplies will be available whenever and wherever students or staff prepare, handle or consume food.

Regular inspection and maintenance of the food service area and food service equipment will be established and documented.

Regular inspection of food service preparation practices, in keeping with the Hazard Analysis and Critical Control Points (HACCP) principles, will be conducted and documented in compliance with federal requirements.

Guidelines for who can have access to food preparation facilities will be developed, implemented, monitored and documented.

Food services staff will receive training in measures to protect the school food supply from intentional contamination.

Classroom and Community Education

The health education curriculum may include age-appropriate instruction about food safety and foodborne illness symptoms and prevention.

The Wellness Policy gives direction of allowed outside foods to help prevent any foodborne illness.

Preparation for Emergencies

Systems will be established, and designated food service staff will receive training to manage external emergencies that can affect the school food supply.

Crisis Response to Foodborne Illness Outbreak

Plans for responding to a suspected or actual foodborne illness outbreak will be established, practiced and reviewed annually or following any foodborne illness outbreak.

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808-AR-2. NOTICE OF SCHOOL MEAL CHARGES

{ } First Notice { } Second Notice*

Date: _____

Dear _____,
(Name of parent/guardian)

This letter is being sent to inform you that _____ did not have
(Student's Name)

sufficient funds to cover his/her school meal(s) on _____ and
(Inclusive Dates)

incurred charges amounting to \$_____ on those dates. Please submit this amount to my office
as soon as possible.

If you have any questions regarding this matter, please contact me at the following number:

(Child Nutrition Manager's Phone Number)

Sincerely,

(Child Nutrition Manager's Signature)

(Child Nutrition Manager's Name)

*If you have not contacted me or submitted the amount indicated within ten (10) school days from the date of the second notice, appropriate legal action may be pursued.

cc: Supervisor of Nutritional Services

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808-AR-3. NOTICE OF RETURNED CHECK

(Date)

(Parent/Guardian)

(Address)

(Address)

Dear (Parent/Guardian),

We wish to thank you for your participation in the school meals program and value our partnership in supplying nutrition for your child. We have been notified by the bank that check # _____ in the amount of \$_____ was returned not paid. With this amount deducted, the current balance is \$_____. We look forward to providing healthy meals for your child for many years to come.

Sincerely,

Supervisor of Food and Nutrition Services
(Phone Number)

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808-AR-4. NOTICE OF RETURNED CHECK – e-FUNDS FOR SCHOOLS

(Date)

(Parent/Guardian)

(Address)

(Address)

Dear (Parent/Guardian)

We wish to thank you for your participation in the school meals program and value our partnership in supplying nutrition for your child. We have been notified by e-Funds for Schools that the following payment was uncollectable:

(Date)

(Check amount)

With this amount deducted, and a \$5.00 bank fee added, the meal account balance is now (Balance).

We look forward to providing healthy meals for your child for many years to come.

Sincerely,

(Name)

Supervisor of Food and Nutrition Services

(Phone Number)

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808-AR-5. STUDENT PAYMENT OF SCHOOL MEAL ACCOUNTS

The District permits students to incur reasonable charges for school meals. However, in an effort to ensure the effective operation of the District's food services program, the following guidelines for student payment of school meals will be enforced:

1. Every effort will be made to collect all monies owed to the cafeteria.
2. The Child Nutrition Manager will send a written notice to parents/guardians when unpaid accounts reach a negative balance of six dollars (\$6.00). An alternate meal will be provided.
3. When the student has received 3 alternate meals in a row due to unpaid accounts, a second written notice will be sent to parents/guardians and the principal will be notified. The second notice will indicate that the District may pursue collection of delinquent accounts as necessary.

Alternative meals will be appropriate for students with food allergies, as addressed in their medical plans of care.

4. Extracurricular activities may be held for students who have unpaid accounts until delinquent cafeteria charges are paid.
5. Cafeteria charges are cumulative from one (1) year to the next throughout the student's enrollment in the District although and negative balances are required to be paid prior to the end of the school year.

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808-AR-6. PUBLIC NOTIFICATION AND CIVIL RIGHTS COMPLAINT PROCEDURE

In the administration of school nutrition programs that receive federal financial assistance from the U.S. Department of Agriculture (USDA), the following procedure is intended to guide school staff in the process of providing public notice of nondiscrimination in the school nutrition programs and the process for handling civil rights complaints.

In the operation of the food service program, discrimination is prohibited against individuals based on the following protected classes: race, color, national origin, age, sex, or disability.

Public Notification

The Superintendent will ensure the "And Justice for All" poster is prominently displayed in each school where meals and snacks are served.

The Superintendent will ensure the following nondiscrimination statement is on all publications, webpages, posters and informational materials that mention or indicate involvement with the USDA and child nutrition programs.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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PROCEDURE - Pg. 2

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442;
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Federal Civil Rights Complaint Procedure

If a complainant has a civil rights complaint in regard to their participation in the school nutrition programs, the school entity must provide the complainant with the USDA Program Discrimination Complaint Form and advise them to send the complaint to: USDA, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Stop 9410, Washington, D.C. 20250-9410, (202) 690-7442 (fax), or program.intake@usda.gov (email).

In lieu of the USDA Program Discrimination Complaint Form, a complainant may also file a program discrimination complaint by writing a letter to the Office of Adjudication at the address that follows: 1400 Independence Avenue, SW, Washington, D.C. 20250-9410. The complaint letter must include the following information:

- Your name, address and telephone number.
- The name, address, and telephone number of your attorney or authorized representative, if you are represented.
- The basis of your complaint. The basis is what you believe was the motivating factor for the discrimination. For example, you may believe you were treated differently because of your race, color, national origin, age, sex, or disability.
- The date(s) that the incident(s) you are reporting as discrimination occurred. Please note that we cannot accept a complaint about an incident that took place more than 180 days prior to the filing of the complaint. If the discrimination occurred more than 180 days prior to filing your complaint, you may request a waiver of the filing requirement.
- The name of the individual(s) or school entity you believe discriminated against you and the agency or recipient that employs that/those individual(s).

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PROCEDURE - Pg. 3

- The issue(s) of your complaint. The issue is a description of what happened, or the action that was taken by the individual(s) or agency that discriminated against you, resulting in some harm. Explain as clearly as possible what happened, why you believe it happened, and how you were discriminated against. Please include how other persons were treated differently from you, if applicable. If you were denied a benefit or service, please provide a copy of the denial letter. If you have documents to support the events you are reporting, provide a copy of the supporting documents.

Individuals who are hearing impaired or have speech disabilities may contact the USDA through Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

If the school entity is unsure if the complaint falls under a protected class, the school entity will provide the complainant the federal civil rights complaint information.

If a complaint is made verbally, the person to whom the allegations are made must write up the elements of the complaint for the complainant, including contact information.

A program discrimination complaint must be filed not later than 180 days of the date the complainant knew or should have known of the alleged discrimination, unless the time for filing is extended by the USDA.

The USDA will determine if it has jurisdiction under the law to process the complaint on the bases identified and in the programs involved. Reprisal that is based on prior civil rights activity is prohibited.

USDA Program Discrimination Complaint Forms –

[USDA Program Discrimination Complaint Form](#) (English)

[USDA Program Discrimination Complaint Form](#) (Spanish)

State Civil Rights Complaint Procedure

After providing the complainant with the information on how to file a civil rights complaint directly at the federal level, the school entity may attempt to resolve the complaint informally. (This is not an investigation. This is simply trying to resolve the situation if it was potentially caused by a miscommunication.)

If the complainant refuses to discuss the matter any further, if the matter cannot be resolved, or if satisfactory resolution is achieved, then the school entity should:

1. Reiterate the federal civil rights complaint procedure;
2. Document the complaint and actions taken in the Civil Rights Complaint Log; and
3. Notify the Pennsylvania Department of Education (PDE) of the steps taken to attempt to resolve the complaint and if a final resolution was achieved.

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PROCEDURE - Pg. 4

Civil Rights Complaint Log

The school entity will keep a Civil Rights Complaint Log, which will document the complaint and actions taken. The Complaint Log will include the following information:

1. Date complaint received.
2. Complainant's name.
3. Complainant's address.
4. Complainant's telephone number.
5. Complainant's email address.
6. Allegation of discrimination/issue.
7. Date of alleged discriminatory action.

The Civil Rights Complaint Log will be maintained separately from any other complaint log.

Notification to the Pennsylvania Department of Education (PDE)

Within five (5) days of the receipt of a Civil Rights complaint, the school entity will forward information related to the complaint to PDE.

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808-AR-7. PROFESSIONAL STANDARDS FOR FOOD SERVICE PERSONNEL

This administrative regulation outlines the professional standards for school food service personnel established under federal law and regulations. The intent of the standards is to ensure that school nutrition personnel who manage and operate the National School Lunch Program and School Breakfast Program have adequate knowledge and training to meet child nutrition program requirements.

Definitions

School nutrition program supervisors are those individuals directly responsible for the management of the day-to-day operations of school food service for all participating schools under the jurisdiction of the District.

School nutrition program managers are those individuals directly responsible for the management of the day-to-day operations of school food service for a participating school(s).

School nutrition program staff are those individuals, without managerial responsibilities, involved in the day-to-day operations of school food service for a participating school(s).

School Nutrition Program Professional Standards

School Districts that operate the National School Lunch Program or the School Breakfast Program must establish and implement professional standards for school nutrition program supervisors, managers, and staff.

Standards for All School Nutrition Program Supervisors

School Districts must ensure that all newly hired school nutrition program supervisors meet minimum hiring standards and ensure that all new and existing supervisors have completed the minimum annual training/education requirements for school nutrition program supervisors, as set forth below.

HIRING STANDARDS

All school nutrition program supervisors hired on or after July 1, 2015, must meet the following minimum educational requirements, as applicable:

1. In School Districts with an enrollment of **2,499 students or fewer**, school nutrition program supervisors must meet the following requirements:
 - a. A Bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or
 - b. A Bachelor's degree, or equivalent educational experience, with any academic major or area of concentration and at least one (1) year of relevant school nutrition program experience; or
 - c. An Associate's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least one (1) year of relevant school nutrition program experience; or
 - d. A high school diploma or equivalency (such as the general educational development diploma), and at least three (3) years of relevant school nutrition program experience. For a School District with less than 500 students, the state has discretion to approve the hire of a director who meets the minimum educational requirement but has less than three (3) years of school nutrition program experience.
2. In School Districts with an enrollment of **2,500 to 9,999** students, school nutrition program supervisors must meet the following requirements:
 - a. A Bachelor's degree, or equivalent educational experience, with an academic major or concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or
 - b. A Bachelor's degree in any academic major and at least two (2) years of relevant experience in school nutrition programs; or
 - c. An Associate's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least two (2) years of relevant school nutrition program experience.
3. In School Districts with an enrollment of **10,000 or more** students, school nutrition program supervisors must meet the following requirements:
 - a. A Bachelor's degree, or equivalent educational experience, with an academic major or area of concentration in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or
 - b. A Bachelor's degree in any academic major and at least five (5) years' experience in management of school nutrition programs.

School Districts are strongly encouraged to seek out individuals who possess a Master's degree or are willing to work toward a Master's degree in the fields listed in this section. (At

least one (1) year of management experience, preferably in school nutrition, is strongly recommended. It is also strongly recommended that supervisors have at least three (3) credit hours at the university level in food service management and at least three (3) credit hours in nutritional sciences at the time of hire.)

Acting/Temporary School Nutrition Program Supervisors

Temporary or acting school nutrition program supervisors expected to work ninety (90) days or less do not have to meet the hiring standards, provided the District is actively seeking a replacement.

Food Safety Training

All school nutrition program supervisors must have completed at least eight (8) hours of food safety training within five (5) years prior to their starting date or completed eight (8) hours of food safety training within thirty (30) calendar days of their starting date.

All school nutrition program supervisors, regardless of their starting date, must complete eight (8) hours of food safety training every five (5) years.

School nutrition program supervisors will ensure that all school nutrition personnel, including volunteers, responsible for preparing and serving food receive proper food safety training.

CONTINUING EDUCATION/TRAINING STANDARDS

For purposes of this section, **school year** will be defined as the twelve (12) months between July 1 and June 30.

School nutrition program supervisors, managers and staff hired on or after January 1 of each school year must complete half of their required annual training hours before the end of the school year.

School Nutrition Program Supervisors

Each school year, the District must ensure that all school nutrition program supervisors complete annual continuing education/training. **For the school year beginning July 1, 2015, program supervisors must complete eight (8) hours of annual training. Beginning July 1, 2016, twelve (12) hours of annual training will be required.** The annual training must cover administrative practices, including training in application, certification, verification, meal counting, and meal claiming procedures, as applicable, and any other specific topics identified by the United States Department of Agriculture (USDA), as needed, to address program integrity or other critical issues. Continuing education/training required under this paragraph is in addition to the food safety training required in the first year of employment.

School Nutrition Program Managers

Each school year, the District must ensure that all school nutrition program managers have completed annual continuing education/training. **For the school year beginning July 1, 2015,**

program managers must complete six (6) hours of annual training. Beginning July 1, 2016, ten (10) hours of annual training are required. The annual training must include, but is not limited to, the following topics, as applicable:

1. Administrative practices, including training in application, certification, verification, meal counting, and meal claiming procedures.
2. The identification of reimbursable meals at the point of service.
3. Nutrition.
4. Health and safety standards.
5. Any specific topics identified by the USDA, as needed, to address program integrity or other critical issues.

School Nutrition Program Staff

Each school year, the District must ensure that all staff with responsibility for school nutrition programs that work an average of at least twenty (20) hours per week, other than school nutrition program supervisors and managers, complete annual training in areas applicable to their job. **For the school year beginning July 1, 2015, staff must complete four (4) hours of annual training. Beginning July 1, 2016, six (6) hours of annual training are required.** Part-time staff working an average of less than twenty (20) hours per week must complete four (4) hours of annual training. The annual training must include, but is not limited to, the following topics, as applicable to their position and responsibilities:

1. Free and reduced-price eligibility.
2. Application, certification, and verification procedures.
3. The identification of reimbursable meals at the point of service.
4. Nutrition.
5. Health and safety standards.
6. Any specific topics identified by the USDA, as needed, to address program integrity or other critical issues.

Acting Personnel, Substitutes and Temporary Workers

Acting personnel, substitutes, and temporary employees, including school nutrition program supervisors, working more than ninety (90) days during the school year, must complete the annual training listed above, as applicable.

Acting personnel, substitutes, and temporary employees, including school nutrition program supervisors, working ninety (90) days or less, should receive adequate training specific to the tasks they will perform, but are not required to complete annual training.

Annual Training Carryover

School nutrition program personnel may carry over excess annual training hours to an immediately previous or subsequent school year and demonstrate compliance with the training requirements over a period of two (2) school years, provided that some training hours are completed each school year.

Use of Food Service Funds for Training Costs

Costs associated with the required annual continuing education/training is an allowable use of the nonprofit school food service account provided they are reasonable, allocable, and necessary in accordance with the cost principles set forth in 2 CFR Part 200 (2 CFR Sec. 200.472). However, food service funds must not be used to pay for the cost of college credits incurred by an individual to meet hiring requirements.

Recordkeeping

Each school year, the District must document compliance with the training requirements for all staff with responsibility for school nutrition programs, including school nutrition program supervisors, managers, and staff. Documentation must be adequate to establish, to the state's satisfaction during administrative reviews, that employees are meeting the minimum professional standards. The District must certify that:

1. The school nutrition program supervisor meets the hiring standards and training requirements; and
2. Each employee has completed the applicable training requirements no later than the end of each school year.

Resources:

Guide to Professional Standards for School Nutrition Programs, USDA Food and Nutrition Service –
<http://www.fns.usda.gov/guide-professional-standards-school-nutrition-programs>

School Nutrition Program Professional Standards, Code of Federal Regulations, 7 CFR Sec. 210.30 –
http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title07/7cfr210_main_02.tpl