

Newberg School District 29J

Code: **EFAA-AR**
Adopted: 4/12/03
Readopted: 10/9/06
Orig. Code(s): AR-4300

District Nutrition and Food Services

The district shall review programs at the site level as needed regarding the site's participation in current federal meal and snack programs. The district shall strive to accommodate participation in appropriate meal and snack programs for all enrolled students.

The district shall do the following to comply with federal nondiscrimination and eligibility laws, regulations and guidelines:

Designate an employee of the district to determine eligibility for free and reduced-price meals.

Use current federal income guidelines to determine eligibility for free and reduced-price meals. All changes in eligibility criteria shall be publicly announced in the same manner used at the beginning of the school year.

Distribute to each student's parents the program letters and confidential application forms as provided by the Oregon Department of Education. The letter and application shall be distributed no later than the first week of the school year.

Provide program materials in appropriate language(s) when a significant number of the district's population needs information in a language other than English.

Establish a fair hearing process under which a household can appeal an eligibility decision made by the district.

Display in a prominent place at each site the nondiscrimination poster developed by the USDA, Food and Nutrition Service.

Ensure that all forms of communication and printed program information are disseminated, especially the free and reduced-price application notification letter, application forms and public releases include the following:

1. A statement that program benefits and services are available to all students without regard to race, color, sex, disability, age or national origin.
2. Information on filing a complaint of discrimination is to be included on program information disseminated.

Direct discrimination complaints to the district's Title IX officer. All complaints shall be documented and referred by the district within three days to the Oregon Department of Education, Child Nutrition Programs.

The district shall do the following to comply with federal and state laws, regulations and guidelines governing meal services:

1. Comply with sanitation rules and guidelines for school food services as promulgated by federal, state and local health divisions.
2. Develop collection procedures and accountability systems that meet federal program requirements and state OARS.
3. Offer meals or snacks to students that meet nutritional standards as specified by federal regulations, 7 CFR 210.10 and 220.8, and that meet the most current Dietary Guidelines for Americans.
4. Select one of the USDA approved menu planning options to provide nutritious well balanced meals and snacks to students as defined by 7 CFR 210.10 and 220.8.
5. Price reimbursable meals as a unit. All students shall be charged a la carte prices for second servings of meals or portions of meals served;
6. Make substitutions in food and menu items required for students who have disabilities and are defined by 7 CFR 15b and whose disability restricts their diet, when supported by a signed medical statement by a physician of the need for substitutions that includes recommended alternative foods. Make substitutions for other students with special dietary needs when supported by a signed statement by a recognized medical authority (i.e. physician, physician assistant, nurse practitioner or registered dietitian).
7. Control the sale of foods in competition with breakfasts and lunches served under the programs. Foods of Minimal Nutritional Value, as defined in 7 CFR 210 Appendix B, shall not be sold in the food service areas during the lunch or breakfast periods.
8. Have Board approval for meal prices for enrolled students, adult staff and visitors. Meal, ala carte and catering prices shall be developed to have the food services operate as a self-supporting program.

Financial Management of the Nonprofit School Food Service

1. The district shall maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services shall be used only for the operation or improvement of NSLP SBP.
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 shall be priced to cover all direct and indirect cost of preparing and serving the meal¹.

¹For meals with portion sizes equivalent to student meals, the adult meal price shall be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

4. District nutrition and food services revenues shall not be used to purchase land or buildings.
5. The district shall limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district shall 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 shall meet the requirements for allowable NSLP SBP costs as described in Office of Management and Budget (OMB) circular A-87.
8. In purchasing nutrition and food services goods or services, the district shall 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 shall 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 shall purchase food products that are produced in the United States, whenever possible.