

1 All schools will participate in federal National Child Nutrition Programs and will receive
2 commodities donated by the United States Department of Agriculture. All federal and state
3 revenues will be accepted and applied to maximize the use of such funds for the purposes of
4 providing nutritional meals to students at the lowest possible price. [The superintendent or](#)
5 [designee shall develop procedures as necessary to implement the operational standards](#)
6 [established in this policy.](#)

7
8 **A. OPERATIONAL STANDARDS**
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10 The school nutrition services program will be operated in a manner consistent with ~~board~~
11 [the goals of the Transylvania County Board of Education \(the “board”\)](#) and board policy.
12 The program also will be operated in compliance with all applicable state and federal
13 law, including requirements of the National School Lunch Program and all federal
14 guidelines established by the Child Nutrition Division of the United States Department of
15 Agriculture. Specific legal requirements that must be met include, but are not limited to,
16 the following.

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18 1. No child will be discriminated against because of race, sex, color, national origin,
19 disability, age, or eligibility status for free and reduced price meals.
- 20
21 2. The school nutrition services program will meet safety and sanitation
22 requirements established in local, state, and federal rules and guidelines for school
23 nutrition services programs.
- 24
25 3. The school nutrition services program will have a written food safety program
26 that includes a hazard analysis critical control point plan for each school.
- 27
28 4. Menu preparation, purchasing, and related record keeping will be consistent with
29 applicable state and federal rules and guidelines.
- 30
31 5. Banking, financial record keeping, budgeting, and accounting will be conducted
32 in accordance with generally accepted practices and procedures, as dictated by the
33 School Budget and Fiscal Control Act and in accordance with state and federal
34 guidelines.
- 35
36 6. Commodity foods donated by the United States Department of Agriculture will be
37 used and accounted for in accordance with federal regulations.
- 38
39 7. Preference will be given in purchasing contracts to high-calcium foods and
40 beverages, as defined in G.S. 115C-264.1 [and to foods grown or raised within](#)
41 [North Carolina.](#)
42

- 43 8. Child Nutrition Program (CNP) funds will be used only for the purposes
44 authorized by law. Indirect costs, as defined by law, will not be assessed to the
45 CNP unless the program has a minimum of one month's operating balance.
46
- 47 9. The price for meals will be determined in accordance with federal law.
48
- 49 10. Nonprogram foods will be priced to generate sufficient revenues to cover the cost
50 of those items. A nonprogram food is defined as a food or beverage, other than a
51 reimbursable meal or snack, that is sold at the school and is purchased using funds
52 from the child nutrition account.
53
- 54 11. All school nutrition services will be operated on a non-profit basis for the benefit
55 of the CNP. School nutrition services are those that are operated from 12:01 a.m.
56 until the end of the last lunch period.
57
- 58 12. All income from the sale of food and beverages that is required by law or
59 regulation to be retained by the CNP will be deposited to the CNP account and
60 will be used only for the purposes of the school's non-profit lunch and breakfast
61 programs. All funds from food and beverage sales not otherwise required by law
62 to be deposited to the CNP account will be deposited into the proper school
63 account in accordance with guidelines developed by the superintendent or
64 designee.
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- 66 13. All competitive foods sold on school campuses will meet federal and state
67 standards for nutrient content.
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69 B. MEAL CHARGES

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71 Students who are required to pay for meals are expected to provide payment in a timely
72 manner. The board recognizes, however, that students occasionally may forget or lose
73 their meal money. In the event that a student is unable to pay for a meal on a particular
74 day, the student may charge a reimbursable meal. A student carrying a negative balance
75 of \$7.00 in a meal account will not be permitted to accrue additional charges until the
76 negative balance drops below \$2.25. The student will be served a reimbursable meal
77 while the child nutrition director and principal work to collect unpaid meal charges.
78 ~~Instead the student will be served a designated alternate meal provided at no cost to the~~
79 ~~student. Appropriate modifications to the alternative meal will be made when required~~
80 ~~by the student's documented special dietary needs. The board therefore directs the~~
81 ~~superintendent to develop a procedure to manage situations in which students are unable~~
82 ~~to pay for a meal on a particular day. To safeguard the dignity and confidentiality of~~
83 ~~students in the serving line, reasonable efforts must be used whenever possible to avoid~~
84 ~~calling attention to a student's inability to pay.~~
85

86 The child nutrition director and principal shall work jointly to prevent meal charges from
87 accumulating and shall make every effort to collect all funds due to the child nutrition
88 program on a regular basis and before the end of the school term. Notices of low or
89 negative balances in a child's meal account will be sent to parents and the principal at
90 regular intervals during the school year. If a parent regularly fails to provide meal money
91 and does not qualify for free meal benefits, the child nutrition director shall inform the
92 principal, who shall determine the next course of action, which may include notifying the
93 department of social services of suspected child neglect and/or taking legal steps to
94 recover the unpaid meal charges. Parents are expected to pay all meal charges in full by
95 the last day of each school year. Negative balances on student accounts will be carried
96 forward to the following school year. However, the superintendent shall ensure that
97 federal child nutrition funds are not used to offset the cost of unpaid meals and that the
98 CNP is reimbursed for bad debt resulting from uncollected student meal charges prior to
99 ~~the end of the~~ September 30 each year. Unpaid meal charges that remain unpaid will be
100 classified as bad debt, and the school system will continue to hold a student and/or the
101 student's parent or guardian liable for such debt, including through legal action, as
102 appropriate.

103
104 This policy and any applicable procedures regarding meal charges must be
105 communicated to school administrators, school food service professional, parents, and
106 students. Parents will be provided with a written copy of the meal charges policy and any
107 applicable procedures in the Student Handbook at the start of each school year and at any
108 time their child transfers into a new school during the school year.

109
110 ~~The superintendent or designee shall establish other procedures as appropriate to help ensure~~
111 ~~compliance with board policy and legal requirements.~~

112
113 Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch
114 Act, 42 U.S.C. 1751 *et seq.*, 2 C.F.R. pt. 200; 7 C.F.R. pt. 210; 7 C.F.R. pt. 215; 7 C.F.R. pt. 220;
115 United States Department of Agriculture Policy Memos SP 46-2016 and 47-2016, available at
116 [http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-](http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos/2016/2016usda-policymemos)
117 [memos/2016/2016usda-policymemos](http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos/2016/2016usda-policymemos); 2 C.F.R. pt. 225, App. B; G.S. 115C-47(7), -47(22), -263,
118 -264, -264.1, -426, -450, -522; 147, art. 6E; 16 N.C.A.C. 6H .0104; State Board of Education
119 Policy TCS-S-000

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121 Cross References: Parental Involvement (policy 1310/4002), Goals of School Nutrition Services
122 (policy 6200), School Meal and Competitive Foods Standards (policy 6230), Goals of the
123 Purchasing Function (policy 6400)

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125 Adopted:
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