

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.

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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.
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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.
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36 6. Commodity foods donated by the United States Department of Agriculture will be
37 used and accounted for in accordance with federal regulations.
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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.
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- 47 9. The price for meals will be determined in accordance with federal law.
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- 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. To
78 safeguard the dignity and confidentiality of students in the serving line, reasonable efforts
79 must be used whenever possible to avoid calling attention to a student's inability to pay.
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81 The child nutrition director and principal shall work jointly to prevent meal charges from
82 accumulating and shall make every effort to collect all funds due to the child nutrition
83 program on a regular basis and before the end of the school term. Notices of low or
84 negative balances in a child's meal account will be sent to parents and the principal at
85 regular intervals during the school year. If a parent regularly fails to provide meal money
86 and does not qualify for free meal benefits, the child nutrition director shall inform the

87 principal, who shall determine the next course of action, which may include notifying the
88 department of social services of suspected child neglect and/or taking legal steps to
89 recover the unpaid meal charges. Parents are expected to pay all meal charges in full by
90 the last day of each school year. Negative balances on student accounts will be carried
91 forward to the following school year. However, the superintendent shall ensure that
92 federal child nutrition funds are not used to offset the cost of unpaid meals and that the
93 CNP is reimbursed for bad debt resulting from uncollected student meal charges prior to
94 September 30 each year. Unpaid meal charges that remain unpaid will be classified as
95 bad debt, and the school system will continue to hold a student and/or the student's parent
96 or guardian liable for such debt, including through legal action, as appropriate.
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98 This policy and any applicable procedures regarding meal charges must be
99 communicated to school administrators, school food service professional, parents, and
100 students. Parents will be provided with a written copy of the meal charges policy and any
101 applicable procedures in the Student Handbook at the start of each school year and at any
102 time their child transfers into a new school during the school year.
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104 Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch
105 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;
106 United States Department of Agriculture Policy Memos SP 46-2016 and 47-2016, available at
107 [http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-](http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos/2016/2016usda-policymemos)
108 [memos/2016/2016usda-policymemos](http://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos/2016/2016usda-policymemos); G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -
109 522; 147; art. 6E, **art. 6G**; 16 N.C.A.C. 6H .0104; State Board of Education Policy ~~TCS-S-~~
110 ~~000~~**NCAC-6H.0004**

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

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116 Adopted: October 17, 2016

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118 Revised: January 16, 2018; **[DATE]**