

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 the  
11 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.

- 17  
18 1. School officials may not discriminate based on race, sex, color, national origin,  
19 disability, age, or eligibility status for free and reduced price meals. School  
20 officials also are prohibited from retaliating against an individual for prior civil  
21 rights activity.
- 22  
23 2. The school nutrition services program will meet safety and sanitation  
24 requirements established in local, state, and federal rules and guidelines for school  
25 nutrition services programs.
- 26  
27 3. The school nutrition services program will have a written food safety program  
28 that includes a hazard analysis critical control point plan for each school.
- 29  
30 4. Menu preparation, purchasing, and related record keeping will be consistent with  
31 applicable state and federal rules and guidelines.
- 32  
33 5. Banking, financial record keeping, budgeting, and accounting will be conducted  
34 in accordance with generally accepted practices and procedures, as dictated by the  
35 School Budget and Fiscal Control Act and in accordance with state and federal  
36 guidelines.
- 37  
38 6. Commodity foods donated by the United States Department of Agriculture will be  
39 used and accounted for in accordance with federal regulations.
- 40  
41 7. Preference will be given in purchasing contracts to high-calcium foods and  
42 beverages, as defined in G.S. 115C-264.1 and to foods grown or raised within  
43 North Carolina.  
44

- 45 8. Child Nutrition Program (CNP) funds will be used only for the purposes  
46 authorized by law. Indirect costs, as defined by law, will not be assessed to the  
47 CNP unless the program has a minimum of one month's operating balance.  
48
- 49 9. The price for meals will be determined in accordance with federal law.  
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- 51 10. Nonprogram foods will be priced to generate sufficient revenues to cover the cost  
52 of those items. A nonprogram food is defined as a food or beverage, other than a  
53 reimbursable meal or snack, that is sold at the school and is purchased using funds  
54 from the child nutrition account.  
55
- 56 11. All school nutrition services will be operated on a non-profit basis for the benefit  
57 of the CNP. School nutrition services are those that are operated from 12:01 a.m.  
58 until the end of the last lunch period.  
59
- 60 12. All income from the sale of food and beverages that is required by law or  
61 regulation to be retained by the CNP will be deposited to the CNP account and  
62 will be used only for the purposes of the school's non-profit lunch and breakfast  
63 programs. All funds from food and beverage sales not otherwise required by law  
64 to be deposited to the CNP account will be deposited into the proper school  
65 account in accordance with guidelines developed by the superintendent or  
66 designee.  
67
- 68 13. All competitive foods sold on school campuses will meet federal and state  
69 standards for nutrient content.  
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- 71 14. All employees whose job duties include procurement activities for the Child  
72 Nutrition Program shall adhere to the conflict of interest rules and standards for  
73 ethical conduct established by the board in policies 6401/9100, Ethics and the  
74 Purchasing Function, and 8305, Federal Grant Administration. Failure to comply  
75 with these requirements will result in disciplinary action.  
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77 **B. MEAL CHARGES**  
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79 Students who are required to pay for meals are expected to provide payment in a timely  
80 manner. The board recognizes, however, that students occasionally may forget or lose  
81 their meal money. In the event that a student is unable to pay for a meal on a particular  
82 day, the student may charge a reimbursable meal. A student carrying a negative balance  
83 of \$7.00 in a meal account will not be permitted to accrue additional charges until the  
84 negative balance drops below \$2.25. The student will be served a reimbursable meal  
85 while the child nutrition director and principal work to collect unpaid meal charges. To  
86 safeguard the dignity and confidentiality of students in the serving line, reasonable efforts  
87 must be used whenever possible to avoid calling attention to a student's inability to pay.  
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89 The child nutrition director and principal shall work jointly to prevent meal charges from  
90 accumulating and shall make every effort to collect all funds due to the child nutrition  
91 program on a regular basis and before the end of the school term. Notices of low or  
92 negative balances in a child's meal account will be sent to parents and the principal at  
93 regular intervals during the school year. If a parent regularly fails to provide meal money  
94 and does not qualify for free meal benefits, the child nutrition director shall inform the  
95 principal, who shall determine the next course of action, which may include notifying the  
96 department of social services of suspected child neglect and/or taking legal steps to  
97 recover the unpaid meal charges. Parents are expected to pay all meal charges in full by  
98 the last day of each school year. Negative balances on student accounts will be carried  
99 forward to the following school year. However, the superintendent shall ensure that  
100 federal child nutrition funds are not used to offset the cost of unpaid meals and that the  
101 CNP is reimbursed for bad debt resulting from uncollected student meal charges prior to  
102 September 30 each year. Unpaid meal charges that remain unpaid will be classified as  
103 bad debt, and the school system will continue to hold a student and/or the student's parent  
104 or guardian liable for such debt, including through legal action, as appropriate.

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

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112 Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch  
113 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;  
114 United States Department of Agriculture Policy Memos SP 46-2016, 47-2016, and 23-2017,  
115 available at <https://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos>;  
116 G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147 art. 6E, art. 6G; 16 N.C.A.C.  
117 6H .0104; ~~State Board of Education Policy NCAC-016~~

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119 Cross References: Parental Involvement (policy 1310/4002), Goals of School Nutrition Services  
120 (policy 6200), School Meal and Competitive Foods Standards (policy 6230), Goals of the  
121 Purchasing Function (policy 6400), Ethics and the Purchasing Function (policy 6401/9100),  
122 Federal Grant Administration (policy 8305)

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127 December 16, 2019; [DATE]