

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 ~~an minimum of one month's~~ operating balance **of at**  
48 **least two months.**
- 49
- 50 9. The price for meals will be determined in accordance with federal law.
- 51
- 52 10. Nonprogram foods will be priced to generate sufficient revenues to cover the cost  
53 of those items. A nonprogram food is defined as a food or beverage, other than a  
54 reimbursable meal or snack, that is sold at the school and is purchased using funds  
55 from the child nutrition account.
- 56
- 57 11. All school nutrition services will be operated on a non-profit basis for the benefit  
58 of the CNP. School nutrition services are those that are operated from 12:01 a.m.  
59 until the end of the last lunch period.
- 60
- 61 12. All income from the sale of food and beverages that is required by law or  
62 regulation to be retained by the CNP will be deposited to the CNP account and  
63 will be used only for the purposes of the school's non-profit lunch and breakfast  
64 programs. All funds from food and beverage sales not otherwise required by law  
65 to be deposited to the CNP account will be deposited into the proper school  
66 account in accordance with guidelines developed by the superintendent or  
67 designee.
- 68
- 69 13. All competitive foods sold on school campuses will meet federal and state  
70 standards for nutrient content.
- 71
- 72 14. All employees whose job duties include procurement activities **involving** ~~for the~~  
73 ~~Child Nutrition Program~~ **funds** shall adhere to the conflict of interest rules and  
74 standards for ethical conduct established by the board in policies 6401/9100,  
75 Ethics and the Purchasing Function, and 8305, Federal Grant Administration.  
76 Failure to comply with these requirements will result in disciplinary action.
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## 78 B. MEAL CHARGES

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80 All families are encouraged to apply for free or reduced-price meals, send a lunch from  
81 home, or provide money for student meals. Students intending to purchase meals from  
82 school should understand that it is important to have money each day or prepay money to  
83 their cafeteria account. ~~Students who are required to pay for meals are expected to~~  
84 ~~provide payment in a timely manner.~~ The board recognizes, however, that students  
85 occasionally may forget or lose their meal money. In the event that a student is unable to  
86 pay for a meal on a particular day, the student may charge a reimbursable meal. **Students**  
87 **may only charge up to five (5) total meals and no other a la carte items.** ~~A student~~  
88 ~~carrying a negative balance of \$7.00 in a meal account will not be permitted to accrue~~

89 ~~additional charges until the negative balance drops below \$2.25. The student will be~~  
90 ~~served a reimbursable meal while the child nutrition director and principal work to collect~~  
91 ~~unpaid meal charges.~~—To safeguard the dignity and confidentiality of students in the  
92 serving line, reasonable efforts must be used whenever possible to avoid calling attention  
93 to a student’s inability to pay. All teachers, adults, and staff are required to provide  
94 payment at the time of meal purchase and are not permitted to charge meals or *a la carte*  
95 items to their cafeteria accounts.

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

113  
114 This policy and any applicable procedures regarding meal charges must be  
115 communicated to school administrators, school food service professional, parents, and  
116 students. Parents will be provided with a written copy of the meal charges policy and any  
117 applicable procedures in the Student Handbook at the start of each school year and at any  
118 time their child transfers into a new school during the school year.

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120 Legal References: Child Nutrition Act of 1966, 42 U.S.C. 1771 *et seq.*; National School Lunch  
121 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;  
122 United States Department of Agriculture Policy Memos SP 46-2016, 47-2016, and 23-2017,  
123 available at <https://childnutrition.ncpublicschools.gov/regulations-policies/usda-policy-memos>;  
124 G.S. 115C-47(7), -47(22), -263, -264, -264.1, -426, -450, -522; 147 art. 6E, art. 6G; 16 N.C.A.C.  
125 6H .0104

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

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132 Adopted: October 17, 2016

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134 Revised: February 19, 2018 (legal references only); July 16, 2018; December 17, 2018;

135 December 16, 2019; August 2, 2021; [DATE]

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