

## Nutrition Services Regulations and Procedures

- ✓ **Kitchen & Equipment use:** If any equipment needs to be turned on there must be a Nutrition services employee on site. 5 hours of free cook time for after school events for each site. Cooks cannot “volunteer” to do any duties they do during their work day (BOLI law). Time after the 5 hours will be billed. Only Principal can approve the 5 free hours
- ✓ **Refrigerator and Freezer Use:** Check with cook to make sure room is available for what you want to store, must be purchase item we cannot store anything if it was made at home. Anyone accessing them when cook is not there must have a food handler’s card. Leftovers cannot be returned to Kitchen. (Multnomah County Health Department)
- ✓ **Cafeteria monitors:** Non-allowable Expenditures from OMB Circulars 87 and 122 - Cafeteria monitors. School food service funds may not be used to pay salaries of monitoring.
- ✓ **Cashier Duties:** Must be directly related to Nutrition Service duties.
- ✓ **Confidential:** Free and Reduced Status  
Any **person** who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by Federal law [Section 9(b)(2)(C) of the National School Lunch Act; 42 USC 1758(b)(2)(C)] or a regulation, any information about a child’s eligibility for free and reduced price meals or free milk shall be fined not more than a \$1,000 or imprisonment of not more than one year or both.
- ✓ **New Students:** New Students must pay for their lunch or bring lunch (Paid Status) until the application is processed.  
Kindergarteners are new students and will not have a 30 day grace period.
  - It takes 24 hours for a student to show up in mealtime after they are entered in Synergy. **Students will need to pay cash or bring lunch until they are in system.**
  - An application form is to be filled out by the parents and returned to the school. Upon Eligibility Officials approval, Free or Reduced lunch and breakfast will be offered to the student.
- ✓ **Tickets:** must be scanned at the point of sale (at the door before they get Meal)
- ✓ **Principal Fund:** The Principal or Designee will have the availability to use a predetermined Slip with signature to allow a student to get their meal funded through the principal Misc. Fund Account. Each day the Cashier will ring in each fund slip. It will be the responsibility of the principal to recoup any of the miscellaneous fund. Nutrition Services will not be responsible to collect from the parents. The principal is responsible to balance the misc. fund account by year end. Common sources of funding:
  - Principal Account for lunches (General Fund \$350)
  - Student Body Fund

- ✓ **Light Lunch:** The Principal or Designee will approve light lunches. The light lunch will be the same every day to encourage parents to either send money, send a lunch or complete an application for free/reduced meals.

**The Light Lunch will have the following components:**

Milk, Bread, Vegetable **or** Fruit, and a napkin in a paper bag.

An Elementary student may charge three (3) lunches, after **three** charges, the student will have a light lunch until his account is paid.

A Middle School student may charge two (2) lunches, after **two** charges, the student will have a light lunch until his account is paid.

Free students will get lunch regardless of account balance. If they charge before they are free they still owe for the lunch they charged.

**Principal Fund will be Invoiced every 2 months, Light Lunches will be billed 2 x per year. Light Lunches must be funded because federal regulation prohibits Nutrition Services from operating at a deficit.**

**Sec. 206. Revenue from non-program food (NSLP) Requires all non-reimbursable meal foods sold by school food service to generate revenue at least equal to their cost. Provision is effective July 1, 2011.**

- ✓ **Employee Lunches:**

Employees may charge up to 3 lunches

Employees are responsible to keep their accounts current, and must pay their account in full prior to leaving employment with the district.