

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### FOOD SERVICES POLICY

#### **Purpose**

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

#### **Authority**

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).

The Charter School shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.

Food sold by the school may be purchased by students and Charter School employees, but only for consumption on school premises. The price charged to students shall be established annually by the Charter School in compliance with state and federal laws.

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.

#### **Delegation of Responsibility**

Operation and supervision of the food service program shall be the responsibility of the Business Manager and Food Services Director.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the CEO and auditors.

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the Federal School Breakfast Program, the Federal School Lunch Program and the Special Milk Program.

The CEO or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The CEO or designee shall develop and disseminate administrative regulations to implement this policy.

The CEO or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.

### **Guidelines**

To reinforce the Charter School's commitment to nutrition and student wellness, foods served in school cafeterias shall:

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.

4. Be served in age-appropriate quantities, at reasonable prices.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other Charter School funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, Charter School advances to the food service program may be returned to the Charter School's general fund from any surplus resulting from its operation.

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.

#### Free/Reduced-Price School Meals and Free Milk

The Charter School shall participate in the Federal School Breakfast Program and the Federal School Lunch Program. Provisions shall be made for free and reduced rate meals as prescribed by federal and state law, in accordance with these guidelines. The Charter School shall inform parents/guardians of the eligibility standards for free and reduced-price meals.

The CEO shall prepare guidelines for the implementation of a food service program including the maintenance of facilities free from fire or health hazards, the purchase of perishable foodstuffs, seasonal commodities and other supplies, accounting procedures and depositing procedures for cafeteria funds, and the control, safekeeping and storage of food and food equipment.

The Charter School shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the Federal School Lunch Program, the Federal School Breakfast Program and the Special Milk Program.

The Charter School shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The Charter School may also conduct direct certification on a weekly or monthly basis.

### Accommodating Students With Special Dietary Needs

The Charter School shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.

Racial and ethnic data collection is mandatory.

### School Meal Service and Accounts

To ensure the effective operation of the Charter School's food service program and delivery of school food program meals to students, the Charter School shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the Charter School to withhold a school food program meal.

When a student owes money for five (5) or more school food program meals, the Charter School shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The Charter School may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits. [Parents who owe money are not obligated to apply for free/reduced meals.](#)

Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student, unless the student is an emancipated minor.

The Charter School shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.

Charter School schools shall be prohibited from:

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The Charter School shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

The Charter School shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the Charter School website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

#### Complaints of Civil Rights Discrimination

#### Complaints of Civil Rights Discrimination

The procedure for FNS Civil Rights Complaints:

5. Charter School receives a Civil Rights complaint from the complainant (e.g., parent).

- a. Charter School must inform the complainant of Federal Civil Rights rules and regulations that have been established for protective classes.
- b. After providing the complainant with the information on how to file a Civil Rights complaint directly at the Federal level, the Charter School may attempt to resolve the complaint. Resolving complaints in real-time at the lowest possible level is encouraged.
- c. If the complainant refuses to discuss the matter any further with the Charter School, or if the matter cannot be resolved quickly, then the Charter School should 1) reiterate the complaint filing procedure, 2) document the complaint and actions taken, and 3) notify the State agency of the discussion.
- d. If the complainant is willing to try to resolve the issue with the Charter School and a satisfactory resolution is achieved, then the Charter School should still remind the complainant of his/her rights to file at the Federal level if necessary.
- e. If the complainant wishes to file at the federal level, the Charter School should document as much information as possible in their Civil Rights complaint log and must forward the information within 5 days of receipt of complaint to the state agency.
- f. Complainants must file within 180 days of the alleged action.
- g. Mailing address of the USDA:
  - i. U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
(866) 632-9992  
[www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

### Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the Charter School to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

## Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.

## Professional Standards for Food Service Personnel

The Charter School shall comply with the professional standards for school food service personnel who manage and operate the Federal School Lunch and Federal School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both Charter School-operated food service programs and contracted food service programs.

## School Food Safety Inspections

The Charter School shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The Charter School shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.

The Charter School shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

## School Food Safety Program

The Charter School shall comply with federal requirements in developing a food safety program that enables Charter School schools to take systematic action to prevent or minimize the risk of foodborne illness among students.

The Charter School shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO  
CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR  
FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR  
CHARTER CONTROL.**

ADOPTED this day \_\_\_\_\_ of \_\_\_\_\_, 2020

---

President

---

Secretary