

# CHESTER COUNTY INTERMEDIATE UNIT 24

SECTION: OPERATIONS  
TITLE: FOOD SERVICES  
ADOPTED: January 19, 2011  
REVISED: October 16, 2019

808. FOOD SERVICES	
1. 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.
2. Authority SC 504, 964, 1335, 1337 42 U.S.C. Sec. 1751 et seq, 1773	<p>The Board shall provide food service for school breakfasts and for school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).<a href="#">[1]</a><a href="#">[2]</a><a href="#">[3]</a><a href="#">[4]</a><a href="#">[5]</a><a href="#">[6]</a><a href="#">[7]</a><a href="#">[8]</a><a href="#">[9]</a><a href="#">[10]</a></p> <p>The Intermediate Unit 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.<a href="#">[11]</a><a href="#">[12]</a></p>
SC 504	A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.
SC 504	Food sold by the Intermediate Unit may be purchased by students and employees but only for consumption on school premises and at the greatest price charged a student plus an amount representing the portion of the cost paid from local, state and federal assistance.
3. Delegation of Responsibility	Operation and supervision of the food services program shall be the responsibility of the Director of Administrative Services or designee.
SC 504, 1337	Cafeterias shall be operated on a nonprofit basis. A review of the cafeteria accounts shall be made by the Director of Administrative Services or designee periodically and the auditor annually.

<p>35 P.S. Sec. 655.12a 42 U.S.C. Sec. 1758(h) 7 CFR Sec. 210.13</p>	<p>The Executive Director 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 Executive Director or designee shall develop and disseminate administrative regulations to implement this policy.</p>
<p>Pol. 246</p>	<p>To reinforce the Intermediate Unit’s nutrition education program, foods served in school cafeterias shall:</p> <ol style="list-style-type: none"> <li>1. Be carefully selected to contribute to students' nutritional well-being and health.</li> <li>2. Meet the nutritional standards specified in laws, regulations and CCIU nutritional guidelines.</li> <li>3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.</li> <li>4. Be served in age-appropriate quantities, at reasonable prices.</li> </ol>
<p>4. Guidelines SC 504</p>	<p>Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.</p> <p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other Intermediate Unit 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, except that advances to the food service program may be returned to the Intermediate Unit’s general fund from any surplus resulting from its operation.</p> <p>The Intermediate Unit shall participate in the:</p>
<p>42 U.S.C. Sec. 1773 7 CFR Part 220</p>	<ol style="list-style-type: none"> <li>1. Federal School Breakfast Program.</li> <li>2. Federal School Lunch Program.</li> </ol>
<p>42 U.S.C. Sec. 1751 et seq 7 CFR Part 210</p>	<p><u>Free/Reduced-Price Meals</u></p>
<p>7 CFR</p>	<p>The Intermediate Unit shall provide free and reduced-price meals and milk to</p>

<p>Part 245</p> <p>7 CFR Sec. 245.5</p> <p>7 CFR Sec. 245.8</p> <p>7 CFR Sec. 245.7</p>	<p>students in accordance with terms of the National School Lunch and National Breakfast Programs.</p> <p>The Intermediate Unit shall inform parents/guardians of the eligibility standards for free and reduced-price meals.</p> <p>Reasonable efforts shall be made to provide equal treatment for and protect the identity of students receiving free or reduced-price meals.</p> <p>A parent/guardian shall have the right to appeal a decision regarding his/her application for free or reduced-price food services to the Executive Director or designee.</p> <p><u>Replacement Lunches</u></p> <p>The Intermediate Unit shall permit students to incur reasonable charges for replacement lunches, and parents/guardians shall be contacted for payment.</p> <p>The Executive Director or designee shall develop and disseminate administrative regulations that establish procedures to control lunch charges.</p> <p><u>School Meal Service and Accounts</u></p> <p>To ensure the effective operation of the Intermediate Unit's food service program, the Intermediate Unit establishes the following guidelines for payment of student school meals:</p> <ol style="list-style-type: none"> <li>1. The Intermediate Unit shall assign individual accounts to each student for the purchase of meals served in cafeterias, which ensure that the identity of each student is protected.</li> <li>2. The Intermediate Unit shall notify parents/guardians when the student's account reaches a low balance.</li> <li>3. The Intermediate Unit shall notify parents/guardians when the student's account reaches a negative balance. The notice shall include a description of the consequences for failure to make payment.</li> <li>4. The Intermediate shall 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, except as provided below or when the student's parent/guardian has specifically provided written notice to the Intermediate Unit to withhold a school food program meal.<a href="#">[3]</a></li> </ol>
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If a student is not eligible for free or reduced-price school meals under federal school meal programs and the student's school meal account reaches a negative balance of more than fifty dollars (\$50) in a school year, the Intermediate Unit may provide the student with alternative meals instead of school food program meals until the unpaid balance in the student's school meal account is paid or a payment plan has been established with the Intermediate Unit to reduce the unpaid balance.[\[3\]](#)

5. When a student owes money for five (5) or more school food program meals, the Intermediate Unit 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 Intermediate Unit may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[\[3\]](#)[\[20\]](#)[\[21\]](#)
6. Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.[\[3\]](#)
7. Intermediate Unit staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.
8. The Intermediate Unit shall be prohibited from:[\[3\]](#)
  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. It shall not constitute public identification or stigmatization of a student for the Intermediate Unit to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes, or to provide a student with an alternative meal as provided above.
  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 meal charges shall be communicated annually to administrators, school food service personnel, other appropriate staff, and contracted food service personnel.

The Intermediate Unit 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 an Intermediate Unit program after the start of the school year, and when a parent/guardian is notified of a negative balance.

*Collection of Unpaid Meal Charges -*

Reasonable efforts shall be made by the Intermediate Unit 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.

References:

School Code – 24 P.S. Sec. 504, 964, 1335, 1337

Public Eating Places – 35 P.S. Sec. 655.12a

Child Nutrition and WIC Reauthorization Act of 2004 – P.L. 108-265

School Lunch and Breakfast Programs – 42 U.S.C. Sec. 1751 et seq., 1773

National Food Service Programs, Title 7, Code of Federal Regulations –  
7 CFR Part 210, Part 220, Part 245, Sec. 246.24

Board Policy – 000, 246

Adopted: January 19, 2011

Revised: November 18, 2015; March 20, 2019