

Book	Policy Manual
Section	Issue 3 of 2023 September READY FOR OSBA
Title	Food Services Management/Free and Reduced-Price Food Services
Code	EF / EFB
Status	

**~~\*\*This is the OSBA sample policy.\*\*~~**

### **Food Services Management/Free and Reduced-Price Food Services**

The Board operates a food services program in its schools. Food preparation is centralized for elementary, intermediate and secondary schools when appropriate.

Food services include breakfasts and lunches in all schools through participation in the National Child Nutrition Programs. The food services supervisor reviews and recommends to the Board the types of foods to be sold.

The food services staff cooperates with the principals of the schools in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria rests with the building principal.

All prices set for school breakfasts, lunches and milk are subject to Board approval, except for a la carte food prices. The food services supervisor sets these prices without Board approval.

As required for participation in the National Child Nutrition Programs **and in compliance with State law**, the Board agrees that:

1. breakfast and a "Type A" lunch are made available to students, provided at least one-fifth of the students are eligible under Federal law for free meals;
2. breakfast is made available in every school in which the parents of at least one-half of the children enrolled have requested that the breakfast program be established;
3. students who qualify **for free or reduced-price meals** receive free ~~or reduced-price~~ meals;
4. all meals must meet USDA nutritional standards;
5. the management of food services complies with all federal, state and local regulations and
6. a summer meal program is provided to students attending a state-mandated summer remedial program.

In addition to those required by Federal law, the District complies with all State law requirements for the provision of school breakfast programs.

All students are expected to eat lunch at school and may not leave school grounds during the lunch hour, except when permission has been granted by the principal. Students are permitted to bring their lunches from home and to purchase milk and incidental items.

School lunch funds and other food service funds are kept in a special account.

The District provides for at least one employee, who has received instruction in methods to prevent choking and has demonstrated an ability to perform the Heimlich maneuver, to be present while students are being served.

#### **Meal Charges**

The Board directs the administration to develop procedures for the management of meal charges and unpaid meal charges. The procedures allow for students to receive the daily nutrition they need, minimize the identification of students with insufficient funds to pay, maintain the integrity of the school food service account, and includes guidelines for the collection of delinquent meal charges. The procedures are provided to all parents and all District and school staff responsible for enforcement at the start of each school year.

#### **Students With Special Dietary Needs**

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law are provided reasonable accommodation.

Substitutions to regular school meals provided by the District are made for students who are unable to eat regular school meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Substitute meals are provided in the most integrated setting appropriate to the special needs of the student.

The nature of the student's qualifying dietary need, the reason this need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, provides substitute meals to food-allergic students based upon the physician's signed statement.

The District develops and implements administrative regulations for the management of food-allergic students. Such regulations include, but are not limited to, schoolwide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.

#### Legal References

Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265 (Title I, Section 204), 118 Stat. 729  
National School Lunch Act; 42 USC 1751 et seq.  
Child Nutrition Act of 1966; 42 USC 1771 et seq.  
Americans with Disabilities Act; 42 USC 12101 et seq.  
Rehabilitation Act; 29 USC 794  
ORC 3301.91  
ORC 3313.719  
ORC 3313.81  
ORC 3313.812  
ORC 3313.813  
ORC 3313.815  
ORC 3313.818  
ORC 3314.18  
OAC 3301-91-01 through 3301-91-09

#### Cross References

ACB, Nondiscrimination on the Basis of Disability  
EFF, Food Sale Standards  
EFG, Student Wellness Program  
EFH, Food Allergies  
JHCD, Administering Medicines to Students  
JN, Student Fees, Fines and Charges

**NOTE:** Pursuant to Ohio Revised Code 3313.818 public schools, community schools and STEM schools must offer breakfast to all students either before or during the school day in the following situations. In the 2020-21 school year this applies to a school in which 70% or more of the enrolled students during the previous school year were eligible under federal requirements for free or reduced-price breakfasts or lunches. In the 2021-22 school year this applies to a school in which 60% or more of the enrolled students during the previous school year were eligible under federal requirements for free or reduced-price breakfasts or lunches. In the 2022-23 school year this applies to a school in which 50% or more of the enrolled students during the previous school year were eligible under federal requirements for free or reduced-price breakfasts or lunches.

*House Bill (HB) 33 (2023) provides funding to reimburse districts the cost of providing free breakfast and lunch to students qualifying for reduced-price meals. Starting on the bill's effective date of Oct. 3, 2023, the budget language requires public schools that participate in the National School Breakfast or Lunch Program to provide a breakfast and lunch at no cost to each student eligible for a reduced-price breakfast or lunch. The state will reimburse the school 30 cents per reduced-price breakfast served and 40 cents per reduced-price lunch served. Schools will continue to certify students for free or reduced-price meals and count meals as free, reduced, or paid. As of Oct. 3, 2023, schools will not collect money from reduced-price eligible students for breakfasts or lunches they receive.*

*HB 1 (2009) requires all school districts, community schools and STEM schools to establish a written policy with respect to protecting students with peanut or other food allergies. In developing the policy, administrators must consult with parents, school nurses and other school employees, school volunteers, students and community members.*

*The United States Department of Agriculture (USDA) memo SP 46-2016 requires all districts participating in the National School Lunch Program and School Breakfast Program to have a written and clearly communicated meal charge policy. Districts should develop a District-level policy meeting the requirements of the USDA memo. Considerations for the policy include but are not limited to clearly setting forth the District process regarding whether the District allows meals to be charged, whether alternate meals are*

provided and how unpaid meal charges are handled, including the collection of delinquent meal charge debt. The policy must be provided in writing to all households at the start of each school year and to households that transfer to a school during the school year. The meal charge policy must also be provided to all school or District-level staff responsible for policy enforcement.

Details on food services management may be included in the Support Services Manual, Food Service section.

**THIS IS A REQUIRED POLICY**

Legal

[Child Nutrition and WIC Reauthorization Act; Pub. L. No. 108-265 \(Title I, Section 204\), 118 Stat. 729](#)

[National School Lunch Act; 42 USC 1751 et seq.](#)

[Child Nutrition Act of 1966; 42 USC 1771 et seq.](#)

[Americans with Disabilities Act; 42 USC 12101 et seq.](#)

[Rehabilitation Act; 29 USC 794](#)

[ORC 3301.91](#)

[ORC 3313.719](#)

[ORC 3313.81](#)

[ORC 3313.812](#)

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[ORC 3313.815](#)

[ORC 3313.818](#)

[ORC 3314.18](#)

[OAC 3301-91-01 through 3301-91-09](#)