

FOOD AND NUTRITION OPERATIONS/CAFETERIA FUND

Payments for Meals: With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Food and Nutrition Director shall maintain a system for accurately recording payments received and tracking meals provided to each student.

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Food and Nutrition Director shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

In order to avoid potential misuse of a student's Food and Nutrition account by someone other than the student in whose name the account has been established, the Food and Nutrition Director or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Food and Nutrition Director or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, and shall not require a student to pay a bill that appears to be the result of identity theft.

Any payments made to a student's Food and Nutrition account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parent/guardian.

Reimbursement Claims: The Food and Nutrition Director shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Food and Nutrition Director or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System (CNIPS).

Cafeteria Fund: All proceeds from food sales and other services offered by nutrition centers shall be deposited in the Cafeteria Special Revenue Fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria special revenue fund. (Education Code 38090, 38091)

FOOD AND NUTRITION OPERATIONS/CAFETERIA FUND (continued)

To safeguard cafeteria special revenue funds, ensure timely deposits, and increase cost effectiveness, Food and Nutrition Delivery Drivers shall act as couriers to transport funds between school sites.

The cafeteria special revenue fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school nutrition centers in accordance with Education Code 38100-38103, 2 CFR Part 200 Appendix VII, and the California School Accounting Manual.

Any charges to, or transfers from, a Food and Nutrition program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

Indirect costs charged to the Food and Nutrition program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Specific indirect costs charged to the Food and Nutrition program shall be based on a Memorandum of Understanding (MOU) or Agreement signed by the Food and Nutrition Director and the Finance Director, as well as the Associate Superintendent of Business Support Services.

Net cash resources in the Cafeteria Special Revenue Fund shall not exceed three months' average expenditures. (2 CFR 210.14)

U.S. Department of Agriculture Foods (Commodities): The Food and Nutrition Director shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures (Dry foods between 50 °F and 70 °F; refrigerated foods between 32 °F and 40 °F; and, freezer spaces at 0 °F or below)
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Food and Nutrition Director shall maintain inventories of USDA Foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA Foods shall be used in school meals as far as practicable. USDA Foods also may be used in other nonprofit Food and Nutrition activities, including, but not limited to, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the Food and Nutrition program, and to other school staff. (7 CFR 250.60)

Regulation:
Approved: June 28, 2018

POWAY UNIFIED SCHOOL DISTRICT
San Diego, California