

# Standard Operating Procedures: Meal Access

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## **EQUAL ACCESS FOR ALL STUDENTS**

When planning for special functions, parties, field trips, etc. CNS should be involved in the process to ensure that students are not denied meals and that meals claimed for reimbursement meet requirements.

For example, field trips, CNS can provide sack lunches for those students who request one. By allowing all students to request a lunch if desired, overt identification by income status is prevented.

All cafeterias have a "Justice for All Poster" displayed as well as a complaint form in case of a complaint involving discrimination based on race, national origin, sex, age, disability and reprisal or retaliation for prior civil rights activity. If a student feels they have been discriminated against, cafeteria manager must have student complete form. That form must be forwarded immediately to CNS Director, who in turn, must submit to Texas Department of Agriculture.

## **DENIAL OF MEALS AS A DISCIPLINARY ACTION**

USDA policy prohibits the denial of meals as a disciplinary action against any student who is enrolled in a school participating in the National School Lunch/Breakfast Program.

Disciplinary action which indirectly results in the loss of meals is allowable (e.g., a student is suspended from school). When the withholding of meals is the disciplinary action or if the disciplinary action directly results in the loss of meals, it is inconsistent with the law and is not allowable.

Teachers and volunteers must be trained that students must be allowed access to all meal items offered regardless of behavior or conduct.

Students in ISS eating in a different location or during a different time as the rest of the student population may receive an alternate menu meeting all Federal meal requirements but may not be denied meals.

## **MEAL ACCESS FOR IN-SCHOOL SUSPENSION (ISS) STUDENTS**

All students, including ISS students, must have equal access to foodservice (all lines and meal types) if they are allowed to go to the cafeteria to receive meals during regular meal periods.

If ISS students are allowed access to the cafeteria, either before or after regular serving times, they may be limited to only one reimbursable line or meal type.

In such a situation, the ISS students would have to be able to receive and consume their meals prior to, or after, the regular meal periods for other students.

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### **OFFER VERSUS SERVE IN DISCIPLINARY SITUATIONS**

If the meal is prepackaged, the offer versus serve provision does not apply. However, students must be allowed to choose from a selection of at a minimum 2 different milk types (example: fat free plain and fat free chocolate milk).

### **REGULATIONS REGARDING DISCIPLINARY ACTION**

When considering a disciplinary action against any student, school officials must ensure that such action is consistent with the above policy and must make a reimbursable meal available to any child attending school who, for disciplinary reasons, is not allowed to eat in the cafeteria.

### **SECOND SERVINGS OR MEALS TO STUDENTS**

Federal regulations governing the National School lunch and Breakfast Programs prohibit the reimbursement for second meals.

The regulation states that production and participation records must be planned with the objective of providing one reimbursable breakfast and lunch per child per day.

Therefore, all students *may purchase a second tray* at the full price or *purchase second servings* at the *a la carte prices*.

### **LEFTOVER FOOD**

Careful planning shall be practiced at all times to minimize over production which causes leftover food.

Employees, students, school personnel, and parents shall not consume leftover or prepared food from another person's tray.

Consumption is prohibited to prevent spread of infection or disease through served leftover food from one person to another. Managers may refer to the Texas Food Establishment Rules regarding re-service.

USDA does permit non-perishable food items served to students as part of regular meal service *to be taken by the individual student for consumption later in the day.*

### **CNS EMPLOYEE MEALS**

All CNS employees are entitled to a complimentary meal as an employee benefit per program guidelines. As per MISD rule, CNS employees may receive a breakfast and lunch daily, not to exceed the value of \$ 2.00 for breakfast and \$4.00 for lunch.

CNS employee meals should be recorded by ID number at the campus where the meal is received. No special meal privileges will be allowed. Only menued food items offered to the students may be prepared and consumed by CNS staff. For example, if students are offered

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2 beef tacos then the employee may get 2 beef tacos not 3, 4, etc. There will be no substitutions other than cereal for the breakfast/lunch entrée.

Employees may bring meals from home if they choose not to receive a complimentary school meal (not to be stored in CNS freezer/cooler).

Breaks are a privilege not a right and are limited to one 15 minute break in the morning and one 15 minute break in the afternoon.

### **MEAL SERVICE FOR OFF-SITE CONSUMPTION**

NSLP and SBP authorizing legislation and regulations clearly intend that reimbursable meals prepared under the programs are to be served and consumed in the cafeteria or other designated eating areas.

Therefore, meals may not be prepared for off-site consumption for children or adults. Examples include meals given to children to eat on the bus, take home with them due to early dismissal, etc.

Meals consumed on school-sponsored, supervised field trips may be reimbursed since the meals are served and consumed as part of a school-related function. Meals served during such field trips should be subject to especially stringent sanitary and precautionary measures to avoid food contamination and spoilage.

NSLP regulations state that midday means between 10 a.m. and 2 p.m. and that reimbursable lunches would normally need to be served between these hours.

### **MENU CHANGES FOR TESTING DAYS**

Menu change requests to accommodate a campus during testing day's needs to be submitted **15 days in advance** for approval.

All requests are reviewed to ensure they meet federal guideline and that food items are available in our warehouse. Cafeteria Managers do not have the authority or the resources needed to change a menu.