

Standard Operating Procedures: Non Reimbursable Meals

ADULT MEAL PRICING

Federal commodities and federal reimbursement funds are designated to provide meals for students only. The federal government sets reimbursement rates for student meals only. It does not provide funds or USDA Food Commodities for adult meals.

Therefore, we must charge adults the full cost of a meal in order not to compromise food and nutrition program funds.

Cost of a full price meal:

The **per-meal value of Federal Commodities** + the **per-meal Federal Reimbursement**+ the **per-meal State Reimbursement**= *Adult Meal Program Price*

At a minimum, the adult/visitor price must be greater than the free reimbursement plus the sum of commodity entitlement value.

Adult will be served the same portions as secondary students which are as follows:

2oz Meat/Meat Alternative, 2 oz grain, ½ cup of fruit, ½ cup of vegetable, and 8 oz milk.

A la Carte Sales

A la carte sales refer to any items sold in addition to, or in lieu of, a unit priced meal. All schools offer a la carte sales on a daily basis. Selection of items for the a la carte program shall be the responsibility of CNS Dietitian and/or Director and shall comply with federal and state regulations.

All menu items are available daily for a la carte sales and planned into purchasing and preparation. A la carte sales are monitored using production reports and total counts will be obtained from the Daily Reconciliation Report.

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.*

****Note:** Dropped plates (spills) will be replaced at no cost to the student.*

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VISTING STUDENTS

There are times when students from one school district are served meals by Mercedes CNS for either a short-term or long term (school year). If the CNS department from the student's home district shares the student's eligibility category Mercedes CNS may claim reimbursement for that student.

However, if eligibility is not shared by the student's home district or if district does not participate in School Nutrition Program, then Mercedes CNS would not be able to claim reimbursement for student's meal. Therefore, would be required to pay for the meals served and CNS staff is to place student into the paid category.

Employee Meals

Only certain people are eligible to receive meals at the expense of the Child Nutrition Department. These are individuals who receive their salaries from CNS funds. The only persons who are entitled to a "CNS Employee Meal" are food service specialist, managers, field supervisor, and CNS office staff.

Complimentary meals should not exceed the value of \$2.00 for breakfast and \$3.50 for lunch. *No special meals for any staff member are allowed.* Meals are provided to CNS employees as a benefit of employment. Only menu food items offered to the students may be prepared and consumed by CNS staff.

Any employee who does not care for item on menu for that day, may have cereal or bring own meal from home.

Breaks are limited to 15 minutes in the a.m. and 15 minutes the pm. Everyone is expected to use time efficiently and not abuse of this *privilege*.

CNS employees shall eat in designated areas away from the kitchen. All meals must be consumed on school premises and accurately reported.