



VALLEJO CITY
UNIFIED SCHOOL DISTRICT

Student Nutrition Services Department

Staff Guide to
Food and Beverage Sales
On School Campuses

Food Sales Request Form
and Instructions

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SECTION 1

OVERVIEW

All food and beverages **sold or provided** to students by any entity on our school campuses must comply with Federal and State laws and our District's Wellness Policy. Food sales on school campuses must be pre-approved. Pre-approval can be acquired by submitting the **Food Sales Request Form** located in Section 5 of this Guide.

In California, any food or beverage sold to students outside of a federally reimbursable meal program is considered to compete with those meals, and is referred to as a competitive food or beverage. Federal and State laws have been established for all food sales on school campuses by student and adult organizations. This includes vending machines and student stores. For the purposes of these laws, it is important to define that **"sold" means the exchange of food for money, coupons, vouchers, tickets or tokens.**

The intent of these laws is to ensure that other food sales do not compete with the school meal programs or impair the ability of the food service department to remain financially sound. As well, the Competitive Food Sales Regulations are in place to provide consistency and alignment with the laws governing the nutrition standards for food and beverages in the child nutrition programs with the rest of the foods available to students on school campuses, and to be in alignment with the district's Wellness Policy.

In order to ensure successful fundraising, please refer to the attachments provided in this document. If you have questions or need additional assistance, please contact:

Kerri Braverman, M.S.
Director of Student Nutrition Services
kbraverman@vcusd.org
707 556-8921 x50007

Jade Brandon
Assistant Director of Student Nutrition Services
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707 556-8921 x50009

This **Staff Guide to Food and Beverage Sales on School Campuses** and the **Food Sales Request Form** are located on our website, www.vallejostudentnutrition.com, under the Wellness Policy tab.

Please remember that the laws and policies presented in this document refer solely to food and beverage guidelines. District policies pertaining to Student Activity Funds and other School-Connected Organizations still apply. Please also note that fundraising and sales outside of a Board approved organization or entity are prohibited.

SECTION 2

NON-CHARTER PUBLIC SCHOOLS

QUICK REFERENCE CARDS

ELEMENTARY SCHOOL-FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431, 49431.7; *California Code of Regulations* sections 15575, 15577, 15578; *Code of Federal Regulations* sections 210.11, 220.12

An elementary school contains no grade higher than grade 6.
Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL foods sold to students by any entity.

Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

Compliant foods

Must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or
- Be a combination food containing at least ¼ cup fruit or vegetable.

AND must meet the following nutrition standards:

- ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), and
- < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo), and
- ≤ 35% sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), and
- < 0.5 grams trans fat per serving (no exceptions), and
- ≤ 200 milligrams sodium per item/container (no exceptions), and
- ≤ 200 calories per item/container (no exceptions)

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.
- If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

* A whole grain item contains:

- The statement "Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease..." or
- A whole grain as the first ingredient, or
- A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), or
- At least 51% whole grain by weight.

** Dried blueberries cranberries, cherries, tropical fruit, chopped dates, or chopped figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

CHECK YOUR DISTRICT'S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

ELEMENTARY SCHOOL-BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576, *Code of Federal Regulations* sections 210.10, 210.11, 220.8, 220.12

An elementary school contains no grade higher than grade 6.
Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL beverages sold to students by any entity.

Sold means the exchange of beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, or water AND meet all criteria under that specific category.

Compliant beverages:

1. Fruit or Vegetable juice:
 - a. ≥ 50% juice and
 - b. No added sweeteners
 - c. ≤ 8 fl. oz. serving size
2. Milk:
 - a. Cow's or goat's milk, and
 - b. 1% (unflavored), nonfat (flavored, unflavored), and
 - c. Contains Vitamins A & D, and
 - d. ≥ 25% of the calcium Daily Value per 8 fl. oz., and
 - e. ≤ 28 grams of total sugar per 8 fl. oz.
 - f. ≤ 8 fl. oz. serving size
3. Non-dairy milk:
 - a. Nutritionally equivalent to milk (see 7 *CFR* 210.10(d)(3), 220.8(i)(3) must contain per 8 fl. oz.:
 - ≥ 276 mg calcium
 - ≥ 8 g protein
 - ≥ 500 IU Vit A
 - ≥ 100 IU Vit D
 - ≥ 24 mg magnesium
 - ≥ 222 mg phosphorus
 - ≥ 349 mg potassium
 - ≥ 0.44 mg riboflavin
 - ≥ 1.1 mcg Vit B12, and
 - b. ≤ 28 grams of total sugar per 8 fl. oz., and
 - c. ≤ 5 grams fat per 8 fl. oz.
 - d. ≤ 8 fl. oz. serving size
4. Water:
 - a. No added sweeteners
 - b. No serving size

All beverages must be caffeine-free (trace amounts are allowable).

ELEMENTARY SCHOOL-STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15500

Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district.
Effective from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards AND all of the following:

1. Only one food or beverage item per sale.
2. The food or beverage item must be pre-approved by the governing board of the school district.
3. The sale must occur after the last lunch period has ended.
4. The food or beverage item cannot be prepared on campus.
5. Each school is allowed four sales per year.
6. The food or beverage item cannot be the same item sold in the food service program at that school during the same school day.

SECTION 3

QUICK REFERENCE CARDS

NON-CHARTER PUBLIC SCHOOLS

MIDDLE/HIGH SCHOOL-FOOD RESTRICTIONS

References: *Education Code* sections 49430, 49431.2, 49431.7, *California Code of Regulations* sections 15575, 15577, 15578, *Code of Federal Regulations* sections 210.11, 220.12

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.

A **high school** contains any of grades 10 to 12.

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL foods sold to students by any entity.

Sold means the exchange of food for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

"Snack" foods must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item* (or have one of these as the first ingredient), or
 - Be a combination food containing at least ¼ cup fruit or vegetable.
- AND must meet the following nutrition standards:**
- ≤ 35% calories from fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo, fruit, non-fried vegetables, seafood), **and**
 - < 10% calories from saturated fat (except nuts, seeds, reduced-fat cheese or part skim mozzarella, dried fruit and nut/seed combo), **and**
 - ≤ 35% sugar by weight (except fruit**, non-fried vegetables, dried fruit and nut/seed combo), **and**
 - < 0.5 grams trans fat per serving (no exceptions), **and**
 - ≤ 200 milligrams sodium per item/container (no exceptions), **and**
 - ≤ 200 calories per item/container (no exceptions)

Paired foods:

- If exempt food(s) are combined with nonexempt food(s) or added fat/sugar they must meet ALL nutrition standards above.
- If two foods exempt from one or more of the nutrition standards are paired together and sold as a single item, the item must meet for trans fat, sodium, and calories.

"Entrée" foods must be intended as the main dish and be a:

- Meat/meat alternate and whole grain rich food, or
- Meat/meat alternate and fruit or non-fried vegetable, or
- Meat/meat alternate alone (cannot be yogurt, cheese, nuts, seeds, or meat snacks = these are considered a "snack" food).

AND

A competitive entrée sold by District/School Food Service the day of or the day after it appears on the reimbursable meal program menu must be:

- ≤ 400 calories, **and**
- ≤ 35% calories from fat
- < 0.5 grams trans fat per serving

A competitive entrée sold by Food Service if NOT on the menu the day of or day after or any other entity (PTA, student organization, etc.) must meet one of the following general food standards:

- Be a fruit, vegetable, dairy, protein, or whole grain item (or have one of these as the first ingredient), or
- Be a combination food containing at least ¼ cup fruit or vegetable

AND meet the following nutrition standards:

- ≤ 35% calories from fat, **and**
- < 10% calories from saturated fat, **and**
- ≤ 35% sugar by weight, **and**
- < 0.5 grams trans fat per serving, **and**
- ≤ 480 milligrams sodium, **and**
- ≤ 350 calories

* A whole grain item contains:

- The statement "Diets rich in whole grain foods... and low in total fat... may help reduce the risk of heart disease..." or
- A whole grain as the first ingredient, or
- A combination of whole grain ingredients comprising at least 51% of the total grain weight (manufacturer must verify), or
- At least 51% whole grain by weight.

** Dried blueberries cranberries, cherries, tropical fruit, chopped dates, or chopped figs that contain added sugar are exempt from fat and sugar standards. Canned fruit in 100% juice only.

CHECK YOUR DISTRICT'S WELLNESS POLICY FOR STRICTER RULES.

Groups or individuals selling foods/beverages to students must keep their own records as proof of compliance.

California Department of Education, Nutrition Services Division

MIDDLE/HIGH SCHOOL-BEVERAGE RESTRICTIONS

References: *Education Code* Section 49431.5, *California Code of Regulations* Section 15576, *Code of Federal Regulations* sections 210.10, 210.11, 220.8, 220.12

A **middle/junior high** contains grades 7 or 8, 7 to 9, 7 to 10.

A **high school** contains any of grades 10 to 12.

Effective from midnight to one-half hour after the end of the official school day.

Applies to ALL beverages sold to students by any entity.

Sold means the exchange of beverages for money, coupons, vouchers, or order forms, when any part of the exchange occurs on a school campus.

A compliant beverage must be marketed or labeled as a fruit and/or vegetable juice, milk, non-dairy milk, water, electrolyte replacement beverage/sports drink, or flavored water AND meet all criteria under that specific category.

Compliant beverages:

1. Fruit or Vegetable juice:
 - a. ≥ 50% juice and
 - b. No added sweeteners
 - c. ≤ 12 fl. oz. serving size
2. Milk:
 - a. Cow's or goat's milk, and
 - b. 1% (unflavored), nonfat (flavored, unflavored), and
 - c. Contains Vitamins A & D, and
 - d. ≥ 25% of the calcium Daily Value per 8 fl. oz., and
 - e. ≤ 28 grams of total sugar per 8 fl. oz.
 - f. ≤ 12 fl. oz. serving size
3. Non-dairy milk:
 - a. Nutritionally equivalent to milk (see 7 CFR 210.10(d)(3), 220.8(i)(3)), and
 - b. ≤ 28 grams of total sugar per 8 fl. oz., and
 - c. ≤ 5 grams fat per 8 fl. oz.
 - d. ≤ 12 fl. oz. serving size
4. Water:
 - a. No added sweeteners
 - b. No serving size limit
5. Electrolyte Replacement Beverages (HIGH SCHOOLS ONLY)
 - a. Must be either ≤ 5 calories/8 fl. oz. (no calorie) OR ≤ 40 calories/8 fl. oz. (low calorie)
 - b. Water as first ingredient
 - c. ≤ 16.8 grams added sweetener/8 fl. oz.
 - d. 10-150 mg sodium/8 fl. oz.
 - e. 10-90 mg potassium/8 fl. oz.
 - f. No added caffeine
 - g. ≤ 20 fl. oz. serving size (no calorie) OR ≤ 12 fl. oz. serving size (low calorie)
6. Flavored Water (HIGH SCHOOLS ONLY)
 - a. Must be either ≤ 5 calories/8 fl. oz. (no calorie) OR ≤ 40 calories/8 fl. oz. (low calorie)
 - b. No added sweetener
 - c. No added caffeine
 - d. ≤ 20 fl. oz. serving size (no calorie) OR ≤ 12 fl. oz. serving size (low calorie)

All beverages must be caffeine-free (trace amounts are allowable).

MIDDLE/HIGH SCHOOL-STUDENT ORGANIZATIONS

Reference: *California Code of Regulations* Section 15501

Student organization is defined as a group of students that are NOT associated with the curricula or academics of the school or district. **Effective** from midnight to one-half hour after the end of the official school day.

Student organization sales must comply with all food and beverage standards AND all of the following:

1. Up to **three categories** of foods or beverages may be sold each day (e.g., chips, sandwiches, juices, etc.).
2. Food or beverage item(s) must be **pre-approved** by the governing board of the school district.
3. Only **one student organization** is allowed to sell each day.
4. Food(s) or beverage(s) cannot be **prepared on campus**.
5. The food or beverage categories sold cannot be the same as the categories sold in the food service program at that school during the same school day.
6. In addition to one student organization sale each day, any and all student organizations may sell on the same four designated days per year. School administration may set these dates.

EFFECTIVE 1/1/2017

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SECTION 4

NOTICE
SCHOOL FOOD OR BEVERAGE SALE APPROVAL

Attention Vallejo City Unified School District Staff:

Federal and State regulations require Districts to approve all food and beverage sales held on school campuses.

For any sale or fundraising event involving the sale of food or beverages, please complete the attached form and submit the form to the Student Nutrition Services Department for approval.

It is important that approval is granted prior to the purchase of food or beverage items that are intended to be sold.

This applies to all entities selling food or beverages on a school campus including but not limited to:

- Parent/Teacher Association (PTA) or Parent/Teacher Organizations (PTO)
- Student organizations
- Athletic departments
- Regional Occupational Programs
- Other groups or individuals

The Department of Education will be conducting compliance reviews of food sales by gathering campus-wide information on foods and beverages sold. Having these completed approval forms on file will ensure compliance in this area.

Please do not hesitate to contact Kerri Braverman or Jade Brandon in the Student Nutrition Services Department if you have any questions.

Kerri Braverman – ext. 50007; kbraverman@vcusd.org

Jade Brandon – ext. 50009; jbrandon@vcusd.org

Thank you.



Vallejo City Unified School District Food Sales Request Form

Instructions for Completing:

Per Federal and State regulations, school districts are required to approve all food and beverage sales on school campuses that are held during the “School Day”. The definition of “School Day” is from midnight to 30 minutes after the school day. To ensure compliance, please complete the Food Sales Request Form for any/all food sales activities on all school campuses.

1. Allow up to 2 weeks for Processing of Request Form.
2. Complete Form in its entirety.
 - a. Date of Submission
 - b. Contact Information
 - c. Food and/or Beverage Information
 - d. Dates of Sales
 - e. Time of Day for Sales
 - f. Location of Sales
3. Include as much information on Food and/or Beverage items as possible. Attach Nutrition Labels when possible.
4. Submit form to Student Nutrition Services for approval.

Contact Student Nutrition Services if you have questions:

- a. Sally O’Sullivan – ext. 50010; sosullivan@vcusd.org
- b. Jade Brandon – ext. 50009; jbrandon@vcusd.org
- c. Kerri Braverman – ext. 50007; kbraverman@vcusd.org

For more information on food and beverage sales held on school campuses, visit the Student Nutrition Services website www.vallejostudentnutrition.com. Under the Wellness Policy tab you will find the **Staff Guide to Food and Beverage Sales on School Campuses**.



Vallejo City Unified School District Food Sales Request Form

This form is only required for Food/Beverage sales conducted on school campuses during the school day (from midnight to 30 minutes after the school day).

Date of Submission _____

Site Name _____

Organization/Group _____

Contact Person _____

Contact Phone # _____

Contact email _____

List all Food and/or Beverage items you wish to sell (Include/attach nutrition information when possible)
Definition of "SOLD" - The exchange of foods and/or beverages for Money, Coupons, Vouchers, Tickets or Tokens

Date(s) when Food and/or Beverage items will be sold (list individual date or date ranges)

Time of day Food and/or Beverage items will be sold

Begin time _____

End time _____

Location on school campus where Food and/or Beverage items will be sold

Building/Classroom # _____

***** For Student Nutrition Services Use ONLY ***** Do Not Write Below this line *****

Approved by _____

Print Name

Signature

Denied _____

Print Name

Signature

Denial Reason _____

Date _____