

SCHOOL MEALS AND SNACKS

Prince George County School Board recognizes that students need adequate, nourishing food in order to learn, grow and maintain good health.

Generally

To reinforce the division's nutrition education program, foods sold to students during regular school hours on school premises will be

- carefully selected so as to contribute to students' nutritional well-being and the prevention of disease;
- prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits; and
- served in age-appropriate quantities and at reasonable prices.

The Prince George School Board promotes high-quality school meals and snacks by

- involving students in the selection, tasting, and marketing of healthy foods and beverages that appeal to students;
- providing a variety of food options, such as fruits, vegetables, whole grains, and dairy foods, which are low in fat and added sugars;
- offering a variety of healthy choices that appeal to students, including cultural and ethnic favorites;
- restricting student access to unhealthy foods in vending machines, school stores, and other venues that compete with healthy school meals; and
- ensuring that healthy snacks and foods are provided in vending machines, school stores, and other venues within the division's control. The healthy options should cost the same or less than unhealthy alternatives.

The Prince George School Board strives to provide an environment conducive to good health by offering the following:

- allowing an adequate amount of time and space for students to eat school meals;
- scheduling lunch periods at reasonable hours around midday;
- ensuring that drinking fountains are operable, clean and convenient for use throughout the school day;
- offering extracurricular physical activity programs, such as physical activity clubs, intramural programs, or interscholastic athletics;
- discouraging the promotion and advertising of unhealthy foods;
- using non-food items rather than food items such as candy, cakes, soda, academic performance; and

- encouraging parents to support the division's nutrition education efforts by considering nutritional quality when selecting any snacks which they may donate for occasional class parties.

The Prince George School Board supports nutrition education and physical education by

- ensuring that qualified nutrition education and physical education specialists focus on knowledge and skill development so students are able to learn and adopt healthy eating and physical activity behaviors;
- offering nutrition education in the school dining area(s) and in the classroom, with coordination between food and nutrition staff and teachers; and
- eliminating any stigma attached to, and preventing public identification of, students who are eligible for free and reduced-price meals.

Nutritional Guidelines

Meals and snacks offered as part of the National School Lunch Program or the School Breakfast Program meet, at a minimum, the requirements established by state and federal law and regulation.

Schools make potable water available and accessible without restriction to children at no charge in the place(s) where lunches are served during the meal service.

Definitions

“Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. Competitive foods meet the nutrient guidelines established by the Board of Education, including the guidelines for calories, fat, sugar and sodium.

“School campus” means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

“School day” means the period from the midnight before to 30 minutes after the end of the official school day.

School Sponsored Fundraisers

Each public school shall be permitted to conduct no more than 30 school-sponsored fundraisers per school year during which food that does not meet the nutrition guidelines for competitive foods may be available for sale to students. Fundraisers are

not conducted during school meal service times.

"Fundraiser" means a school-sponsored activity where food or nonfood items are sold on the school campus during regular school hours by the school-sponsored organization to raise money for a school-related program or activity. One fundraiser is defined as one or more fundraising activities by one or more school-sponsored organizations that last one school day. If multiple school-sponsored organizations conduct fundraisers on the same day, the combined activities shall be counted as one fundraiser. If a fundraising activity lasts more than one school day, each subsequent day's activity is considered as one fundraiser and shall count toward the total number permitted fundraisers. An exemption is not required for nonfood fundraisers or for fundraisers that sell food or beverage items that meet the nutrition standards.

Local education agencies (LEA) and school food authorities must retain the records used to document compliance with this chapter; that is, the documentation used to assess the nutritional profile of the food item and determine whether a food item is an allowable competitive food (e.g., the nutrition labels, recipes, or product specifications).

1. Local educational agencies:
 - A. Shall be responsible for maintaining records documenting compliance with the competitive food nutrition standards for food available for sale in areas that are outside of the control of the school nutrition programs operation.
 - B. Shall be responsible for ensuring any organization or school activity designated as responsible for food service at the various venues in the school (other than the school nutrition programs) maintains records documenting compliance with the competitive food nutrition standards.
 - C. Shall be responsible for maintaining records each school year documenting the number of exempt fundraisers conducted at each school within the local education agency.
 - D. Shall designate an individual at the division or school level to monitor and ensure compliance with this chapter in all areas that are outside the control of the school nutrition programs operation. This designee shall not be school nutrition personnel.
2. The school food authority shall be responsible for maintaining records for foods served under the auspices of the nonprofit school nutrition programs account.
3. The Department of Education shall ensure that the local education agencies and school food authorities comply with these nutrition standards and shall provide guidance to schools on alternative school-sponsored fundraisers that do not involve the sale of foods or beverages to students and guidance on how to determine if foods and beverages sold at school-sponsored fundraisers meet

these standards. Noncompliance determined by the local education agency, school food authority, or Department of Education shall require corrective action.

Advertising and Marketing

Prince George School Division permits the marketing and advertising of only foods that meet the nutrition guidelines for competitive foods, serve to promote student health, prevent childhood obesity, and combat problems associated with poor nutrition and physical inactivity.

Unpaid Meal Charges

Students who do not have money on account or in hand to cover the cost of a meal at the time of service may be an alternative meal. (See JHCH-G)

Notices of low or negative balances in a student's meal account are sent to parents and the school principal. Parents are expected to pay all meal charges in full by the last day of the school year.

If a parent regularly fails to provide meal money or send food to school with the student and the student does not qualify for free or reduced benefits, the child nutrition director¹¹ will inform the principal, who will determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.

The superintendent ensures that federal child nutrition funds are not used to offset the cost of unpaid meals and that the child nutrition program is reimbursed for bad debt.

Recordkeeping

The Prince George School Board is responsible for maintaining records that document compliance with this policy. Those records include documentation used to assess the nutritional profile of food items and determine whether a food item is an allowable competitive food, such as recipes, nutrition labels and/or product specifications for the competitive food available for sale to students.

The School Board is also responsible for

- maintaining records documenting compliance with the competitive food nutrition standards for food available for sale in areas that are outside of the control of the school nutrition programs operations
- ensuring any organization or school activity designated as responsible for food service at the various venues in the school, other than the school nutrition programs, maintains records documenting compliance with the

- competitive food nutrition standards
- maintaining records each school year documenting the number of exempt fundraisers, if any, conducted at each school within the division
- designating an individual at the division or school level to monitor and ensure compliance with this policy in all areas that are outside the control of the school nutrition programs operation. The designee may not be a school nutrition personnel.

Adopted: June 11, 2012

Revised: January 12, 2015 (administratively); April 11, 2016; June 12, 2017; July 16, 2018 (administratively)

Legal Refs: 42 U.S.C. § 1758.

U.S. Department of Agriculture, SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, July 8, 2016.

U.S. Department of Agriculture, SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, July 8, 2016.

7 C.F.R. 210.11.

Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79.7, 22.1-207.4.

8 VAC 20-740-10.

8 VAC 20-740-30.

8 VAC 20-740-35.

8 VAC 20-740-40.

Cross Refs:	EFB	Free and Reduced Price Food Services
	IGAE/IGAF	Health Education/Physical Education
	JHCF	Student Wellness
	JL	Fund Raising and Solicitation
	KG	Sales and Solicitations in Schools
	KJ	Advertising in the Schools
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

SCHOOL MEALS AND SNACKS – STUDENTS WITH INSUFFICIENT FUNDS FOR SCHOOL MEALS AND DELINQUENT ACCOUNTS - GUIDELINES

Unpaid Meal Charges

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The process and procedures to address instances in which students eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account are outlined in the guidelines.

- The first day of school in September of each year, parents should send a lunch or lunch money with their child unless they are free or reduced from the year before. They will have 30 days from the time school starts to reapply for free or reduced meals. If a student is paid and the parent is sending in an application, the parent is still responsible for debt incurred on the account until the application is processed.
- A free and reduced application must be turned in each school year. After the first 30 days, the students who qualified the year before will go to paid. If an application qualifies the student for free, the charged meals will still be the responsibility of the parent.
- Grades 8 – 12 are not allowed to charge. We will offer a reimbursable alternate meal two times to students in grades 8 – 12. Pre-K through 7th grade may follow the following charge policy.
- The child, K-7, will only be allowed to charge an amount equal to two breakfast and two lunches and then an alternate breakfast and lunch will be provided and the charges are still to be paid by the parent/guardian.
- An alternate breakfast and lunch can only be allowed two times. An alternate meal will consist of for breakfast “granola or toast”, fruit and milk. An alternate lunch of a cheese sandwich or peanut butter/soy sandwich on whole wheat bread sandwich, veggie, fruit and milk.
- Students who qualify for a free meal will not be denied a reimbursable meal even if they owe money on their account. They will not be allowed to charge snacks. Money brought in to buy snacks when a debt is owed needs to clear up the debt owed first before snacks can be bought.
- Parents may contact our Food and Nutrition office to block the child/ren’s account to say **NO CHARGES ALLOWED**. The parent would not be responsible for any charges if the account is flagged.
- My School Bucks is downloaded to the students account at 5:15 a.m, 10:00 a.m. and 2:45 p.m. If a parent applies a payment after 5:15 a.m. and the parent

sends in their receipt to the cafeteria; we can verify that there will be money on the account at the 10:15 download, we will accept that and allow the child/ren to have breakfast.

- Beginning the second week in May we will no longer allow any charges. This will be posted on our Cafeteria and My School Bucks Websites. Signs will be posted in each cafeteria.
- All refund requests over \$5.00 will need to be refunded through our accounts payable department. Refund requests need to be submitted in writing, e-mail or refund form. A refund form is located on the school district's web site under cafeteria. Parents that have students graduating may request a refund or a transfer of funds to another child's account in our district. Families that are not approved for free or reduced price meals may donate the funds remaining in their account rather than receiving a refund when their child leaves the school. Please contact the Food & Nutrition Department at 804-733-2710.
- Prince George meal charge policy will be communicated to the household by posting on our website, including in the student information packet distributed on the first day of school and to all transfer students during the school year.
- The written meal charge policy will be communicated to our staff during our mandatory in-service training each year prior to the first day of school.

If a parent regularly fails to provide meal money or send food to school with the student and the student does not qualify for free or reduced benefits, the child nutrition director will inform the principal, who will determine the next course of action, which may include notifying the department of social services of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.

Communicating the Policy:

- The written meal charge policy will be communicated to the household by posting on the Prince George Public School division website
- Included in the student information packet distributed on the first day of school and to all transfer students during the school year
- Attached to the Meal Benefits Application.
- The written meal charge policy will be communicated to all division staff prior to the first day of school.

Child Nutrition Program staff will receive training on meal charge policy and record of training will be maintained as part of the professional development portfolio. Documentation of the communication and training plan will be maintained for the Federal Program Administrative Review.

Notifying Households of A Low or Negative Balance

- Parent/Guardians can log onto Prince George County Schools/Cafeteria and download the free MySchoolBucks App onto their phone or can sign up at MySchoolBucks.com.
This tool will allow parents to place money on their child/rens meal account by debit or credit card. This program can have scheduled automatic payments and low balance notifications. A small service fee is accessed for this service. Parents can view account balances and meal purchases free of charge.
- School Nutrition will send phone messages or e-mail to parents five times a week, Monday thru Friday at 6:00 p.m., to inform parents of low or negative balances. Cashiers will also give students notes reminding that their balance is low and needs to send money.
- Letters will be sent home during the month of May to collect all outstanding charges.

Collection Procedures:

Delinquent and/or bad debt will be handled by:

- a. First Notice sent by the F & N school-based staff with balance, payment options, contact information for households with questions or needing assistance.
- b. Second Notice will be sent one week later by the F & N school-based staff with balance, payment options, contact information for households with questions or needing assistance.
- c. Third Notice sent by F & N central office with balance, payment options, contact information for households with questions or needing assistance and Notice of Adverse Action/potential collections procedures.

Liquidation of Bad Debt

Delinquent debt is allowable in the School nutrition program and may be carried over to one successive school year. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year. Bad debt is unallowable in the SNP and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using SNP funds and must be offset by non-federal sources.

- At the end of the school year, the SNP Director and the Finance Director will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the SNP from the general fund prior to the end of the same fiscal year.

- Before a student can withdraw from the school system, all money owed shall be paid.
- Withdrawal student forms must be signed off from the cafeteria manager at all schools.
- If payment is not received, collection proceedings will occur.

Adopted: June 12, 2017

Revised: July 16, 2018 (administratively)

Regulations:

2 CFR Part 200 Section 143 of the Healthy, Hunger-Free Kids Act of 2010.