

Policy 3551: Food Service Operations/Cafeteria Fund

Status: DRAFT

Original Adopted Date: 11/27/2012 | Last Reviewed Date: 11/27/2012

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. ~~To increase~~ **To ensure program quality and** cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

The Superintendent or designee shall ensure that all food services administrators and personnel ~~service director(s)~~ possess appropriate ~~the~~ qualifications **required by 7 CFR 210.30** and receive ongoing professional development related to the effective management **California Department of Education (CDE) standards.**

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and implementation of the district's food services program.

Meal Sales

Meals may be sold to students, **other food service personnel shall receive training provided by CDE. (42 USC 1776)**

Meal Sales

Any student who requests a meal shall be served a nutritionally adequate breakfast and lunch free of charge, each school day. (Education Code 49501.5)

As permitted by law, additional or second meals, adult meals, and other nonprogram foods, such as smart snack compliant food and beverages sold in vending machines, may be sold to students. (Education Code 38082, 49501.5)

Meals may be sold to district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)
The **(Education Code 38082)**.

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are authorized by the Superintendent or designee shall recommend meal prices, based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760, for students and nonstudents for approval by the Board. Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

to be on campus. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture foods.
(USDA) foods.

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments. Such procedures shall conform with 2 CFR 200.426 and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

Cafeteria Fund and Account

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund. The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and **for** reasonable and necessary indirect program costs as allowed by law.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

Procurement of Foods, Equipment and Supplies

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports shall be present (cf. 3460 – Financial Reports and Accountability) regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by CDE to ensure compliance of the district's food service program with federal requirements.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

5 CCR 15550-15565
Ed. Code 38080-38086
Ed. Code 38090-38095
Ed. Code 38100-38103
Ed. Code 42646
Ed. Code 45103.5
Ed. Code 49490-49493
Ed. Code 49500-49505
Ed. Code 49550-49564.5
Ed. Code 49554

Description

School lunch and breakfast programs
School meals
Cafeterias, funds and accounts
Cafeterias, allocation of charges
Alternate payroll procedure
Contracts for management consulting services; restrictions
School breakfast and lunch programs
School meals
Meals for needy students
Contract for services

Ed. Code 49580-49581	Food recovery program
F&A Code 58595	Preference for California-grown agricultural products
H&S Code 113700-114437	California Retail Food Code; sanitation and safety requirements
Pub. Cont. Code 2000-2002	Responsive bidders
Pub. Cont. Code 20111	Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

Federal References

2 CFR 200	Appendix VII Indirect cost proposals
2 CFR 200.318-200.326	Procurement standards
2 CFR 200.400-200.475	Cost principles
2 CFR 200.56	Indirect costs, definition
42 USC 1751-1769j	School Lunch Program
42 USC 1771-1793	Child nutrition
42 USC 1773	School Breakfast Program
7 CFR 210.1-210.31	National School Lunch Program
7 CFR 210.1-210.33	National School Lunch Program
7 CFR 220.1-220.21	National School Breakfast Program
7 CFR 220.1-220.22	National School Breakfast Program
7 CFR 245.8	Nondiscrimination practices for students eligible for free and reduced price meal and free milk
7 CFR 250.1-250.70	USDA foods

Description

Management Resources References

CA Department of Education Publication	California School Accounting Manual
California Department of Education Publication	Pricing of Adult Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, SNP-04-2021, August 2021
California Department of Education Publication	Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015, January 2015
California Department of Education Publication	Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-05-2020, February 2020
California Department of Education Publication	Food Distribution Program Administrative Manual
California Department of Education Publication	Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018
U.S. Department of Agriculture Publication	Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016
U.S. Department of Agriculture Publication	Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP-38-2017, June 2017
U.S. Department of Agriculture Publication	Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014
U.S. Department of Agriculture Publication	Unpaid Meal Charges: Local Meal Charge Policies, SP-46-2016, July 2016
U.S. Dept of Agriculture Publication	School Meals - FAQs
Website	U.S. Department of Agriculture, Food and Nutrition Service - https://simbli.eboardsolutions.com/SU/Wry6HD6BSTBkfn7BqplusR7BQ==
Website	California Department of Education, Nutrition Services Division - https://simbli.eboardsolutions.com/SU/O5xpn2rTFL2uz0BslshlorGXQ==

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Website California School Nutrition Association -
<https://simbli.eboardsolutions.com/SU/KnWOpY7WknrOcdh5fJ85QQ==>

Cross References

Description

- 0410 Nondiscrimination In District Programs And Activities -
<https://simbli.eboardsolutions.com/SU/FnDZ7yHITUVLmcpBwcyA4w==>
- 1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/BzLslshM03JGp7plus8dzh1Fzc4Q==>
- 1113 District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/LkplusM8wFuCJc9T99n32Hnw==>
- 1113-E PDF(1) District And School Web Sites -
<https://simbli.eboardsolutions.com/SU/fCje9zCXa1OFcXTUBQYRhw==>
- 1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/ilradJh510f82Bjhbu4vRw==>
- 1340 Access To District Records -
<https://simbli.eboardsolutions.com/SU/zrxxplusFTeTpg8XDnadUSa6Q==>
- 3100 Budget - <https://simbli.eboardsolutions.com/SU/LAXsliS005BXIXyCf1Nf6A==>
- 3100 Budget -
<https://simbli.eboardsolutions.com/SU/0Em4vjDpAKIGfnem14N1VA==>
- 3110 Transfer Of Funds -
<https://simbli.eboardsolutions.com/SU/WKfppOOZlplus11XJ2hU4f1IA==>
- 3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/U7QTeU9Soli935xKxaXdplusQ==>
- 3230 Federal Grant Funds -
<https://simbli.eboardsolutions.com/SU/Oh3eMwsYd7zIFD5OxF2rsg==>
- 3260 Fees And Charges -
<https://simbli.eboardsolutions.com/SU/y0gzCJ6sSplus9byK0L49dVplusQ==>
- 3260 Fees And Charges -
<https://simbli.eboardsolutions.com/SU/Mr7mOJYGplusRzB7O3OQI7wEQ==>
- 3300 Expenditures And Purchases -
<https://simbli.eboardsolutions.com/SU/yYy1CH64rE6t4GfplusXglZzA==>
- 3311 Bids - <https://simbli.eboardsolutions.com/SU/4rOhsyLofrigJRhzplusIN0Mg==>
- 3311 Bids - <https://simbli.eboardsolutions.com/SU/9Yfp9XgBK9CvZxdp5LHYFg==>
- 3312 Contracts -
<https://simbli.eboardsolutions.com/SU/RtEPentWF4fC8KdSsZuiQQ==>
- 3314.2 Revolving Funds -
<https://simbli.eboardsolutions.com/SU/wdb2F9MeGf8LOmXvPq4FGw==>
- 3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/lquTQBiymtzslshn5MKew7w==>
- 3400 Management Of District Assets/Accounts -
<https://simbli.eboardsolutions.com/SU/8TrCdaxJyMGDCoGDI8wO9g==>
- 3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/ZZKplusS3He9zslshfzmUKeOe4slshQ==>
- 3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/EDhz2slshx8M6pXjb8mDp6slshRw==>
- 3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/SS5INI9zAuU1hqbOXDF5VA==>
- 3512 Equipment -
<https://simbli.eboardsolutions.com/SU/r1rNkRaXyrj10VEAVGfslsh9g==>

3512-E PDF(1)	Equipment - https://simbli.eboardsolutions.com/SU/6RcqkwFE4ATq4nsbPZZJJg==
3515.6	Criminal Background Checks For Contractors - https://simbli.eboardsolutions.com/SU/jkVuslsh6DQki3OcSQfgpcE8g==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/8PD4MufjPOdleCs1QuQQ3Q==
3550	Food Service/Child Nutrition Program - https://simbli.eboardsolutions.com/SU/KVOgHhXokXVv3QqM5NwYslshQ==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/6fL4eJpwsOAbyslshgOV21iw==
3553	Free And Reduced Price Meals - https://simbli.eboardsolutions.com/SU/ilamSBIBMech7f43UXJ1dg==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/p8lLr1YDKXtrPTrUqSB46A==
3554	Other Food Sales - https://simbli.eboardsolutions.com/SU/w3DRSfBdOgy2i04klD9jjA==
3555	Nutrition Program Compliance - https://simbli.eboardsolutions.com/SU/yLThUk8C6gblX0ZmqG7TPg==
3580	District Records - https://simbli.eboardsolutions.com/SU/slshum9iqFSJwslshMnliyP5FuWQ==
4112.4	Health Examinations - https://simbli.eboardsolutions.com/SU/nKXNuY4nuf6VtbFdt8BxXQ==
4212	Appointment And Conditions Of Employment - https://simbli.eboardsolutions.com/SU/2FhNDxwOQ6LaGbmeDKmSXA==
4212.4	Health Examinations - https://simbli.eboardsolutions.com/SU/rlyplusslshRZ4Csezcx5hVxJL6Q==
4312.4	Health Examinations - https://simbli.eboardsolutions.com/SU/bslshMGq1I2YgZP7pluspaaHXLLeA==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/mi31ZJfJZ6P6XlztQhGr3Q==
4331	Staff Development - https://simbli.eboardsolutions.com/SU/hqxZRIEbEWMHD9ZdRfApig==
5030	Student Wellness - https://simbli.eboardsolutions.com/SU/aWkPBgslshQGAKepvUCWXMslsh2Q==
5145.6	Parental Notifications - https://simbli.eboardsolutions.com/SU/aumLfEWWhRQTqmF8OKcrwjQ==
5145.6-E PDF(1)	Parental Notifications - https://simbli.eboardsolutions.com/SU/5KtCGKwRqTKUDplusFgDOn0OQ==