

# Food Service Procedures Manual

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Seaside School District 10

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## **Offer Versus Serve Meal Option**

The District will use the offer versus serve option when serving National School Lunch Program (NSLP) and School Breakfast Program (SBP) to students. Offer versus serve is a serving method that allows students to choose less than all of the food items offered at breakfast and lunch. Offer versus serve is designed to reduce food costs and food waste. Meal pricing procedures are as follows:

- Reimbursable meals will be priced as a unit.
- Reimbursable meals will be served free or at a reduced price to all students who are determined by the District to be eligible for free or reduced price meals.
- Annually, the District will establish prices for reimbursable student meals.

## **Accuracy of Reimbursement Claims**

Meals are counted at all locations using a computerized method (mPower MealTime). Daily counts are sent to the District Office. At the end of the month, the District Office prints reports showing meals served in each student category (paid, reduced and free) and the adult category. Please see the lunch flow chart on page 11 for additional support on categorizing meal charges.

1. The District will claim reimbursement only for reimbursable meals served to eligible students.
2. All meals claimed for reimbursement will be counted at each dining site at a point of service (POS) where it can be accurately determined that the meal meets NSLP and SBP requirements for reimbursement.
3. The person responsible for determining reimbursability of meals will be trained to recognize a reimbursable meal under the menu planning approach used at the school.
4. The District official signing the claim for reimbursement will review and analyze monthly meal counts to ensure accuracy of the claim, before submitting the claim to the Oregon Department of Education (ODE).

## **Seaside Heights, Gearhart Elementary Schools and Broadway Middle School**

Money for the meal program will be collected in the school office or by the mPower MealTime Operator (MTO). A student can put any amount of money on their account for use in the breakfast and/or lunch program. Each student is assigned a unique PIN that can be used at the POS.

Elementary students are offered a choice (as stated in the Child Nutrition Programs Agreement). They must take three components for breakfast and three components for lunch to qualify as a reimbursable meal. The MTO and/or food service worker is trained and responsible for confirming sufficient meal components have been taken to qualify as a reimbursable meal. If not, the correct entries are made to charge the student for the ala carte items. The District operates under the federal Provision 2 program. Students who take a reimbursable meal are not required to enter a unique identifier. POS staff hand tally meals served and have access to mPower MealTime software to document all other transactions (i.e., adult, second meals, ala carte).

Middle School: Money for the meal program will be collected in the cafeteria by the MTO. A student can put any amount of money on their account for use in the breakfast and/or lunch program. Students enter a unique PIN into the keypad at the POS to purchase meal.

At both the elementary and middle school levels, after lunch has been served, the MTO and/or secretary reconcile and prepare the daily cash report. The food service worker is responsible for sending the daily meals served count to the District Office; as well as, prepare the necessary production reports.

### **Seaside High School**

Money for the meal program will be collected in the cafeteria by the MTO. A student can put any amount of money on their account for use in the breakfast and/or lunch program. Students enter a unique PIN into the keypad at the POS to purchase meal.

High school students are offered a choice (as stated in the Child Nutrition Programs Agreement). They must take three components for breakfast and three components for lunch to qualify as a reimbursable meal. The MTO is trained and responsible for confirming sufficient meal components have been taken to qualify as a reimbursable meal. If not, the correct entries are made to charge the student for the ala carte items.

After lunch has been served, the MTO and/or secretary reconcile and prepare the daily cash report. The food service worker is responsible for sending the daily meals served count to the District Office; as well as, prepare the necessary production reports.

### **Free/Reduced Price Meal Application Processing**

The Approving Official(s) will attend annual training provided by ODE. Applications will be processed according to the instruction received from ODE. All applications are sent to the District Office where the Approving Official will sign, date and record the approval/denial information on each application and enter the determination on mPower MealTime.

### **Earned Student Meals**

A student may earn a reimbursable meal if he/she work in the cafeteria. Duties will be assigned by a food service worker. Duties may include, but are not limited to: set-up prior to food service, assisting with condiments and salad bar, washing tables and cleaning up trash. Earned meals will be entered as such at the POS in the mPower MealTime system as a labor meal. The MTO or food service worker will determine if sufficient meal components have been taken to qualify as a reimbursable meal. *Ala carte purchases are not eligible for free labor meals.*

### **Charges**

The District does not support charges on any account; however, because the District participates in the federal meal programs and the State of Oregon passed HB 3454, the District must provide a student who requests a meal with a reimbursable meal, regardless of whether the student owes money for pervious meals or has money to pay for a meal. At the Elementary Schools, if a student does not take a meal that falls under the reimbursable provision 2 no charge program, they will be required to have funds on account. At the Middle School and High School levels, if a student comes through the meal line and does not have adequate funds to pay for their meal, the District will allow them to voluntarily receive a reimbursable emergency meal that will be charged to the student's account. At all levels, charges for a non-reimbursable meal, ala carte items or a single serve milk will not be allowed.

The secretary, MTO, and/or office staff are responsible for monitoring student balances. Each school will individually notify parents of charges and remind parents that they will be expected to pay for the negative

balance on the student's account. District staff on the lunch line or at the point-of-service may not inform students that they owe money for either the meal they just received, or for previous meals. Also, HB 3454 requires that the School District direct our communications about any amounts students owe for their meals to the students' parents or guardians, and not the students themselves. Staff cannot tell students to remind their parents or guardians that they should pay any outstanding unpaid meal charges. If a student owes money for five or more meals, a staff shall make at least two attempts to contact the student's parents or guardians to have them fill out a Confidential Family Application for Free and Reduced Meals. Schools should also send out confidential reminders for student's negative balances.

### **Nonsufficient Funds**

If a check is returned for nonsufficient funds (NSF), it will be immediately re-processed. If the check is returned a second time from the bank, a \$25 fee will be invoiced to the individual who issued the check.

### **Refunds**

Refunds will only be granted within 90 days of a student leaving the District. Refund requests are made in the school office or high school cafeteria. The secretary and/or MTO will run a report from mPower MealTime verifying the student's account balance and attach it to a Refund Request Form. A completed Refund Request Form is sent to the District Office where a refund is issued to the parent or guardian. The student's account is then adjusted to a zero balance by the District Office at the time the request is made. After 90 days, if the inactive student does not request a refund on their meal account, the District will consider the money a voluntary donation.

### **Second Meals**

The first meal is the *only* served meal that can be claimed for reimbursement. If a student wishes to purchase a second meal, it is entered as an ala carte purchase. An elementary student will be charged \$2.70 for a second meal. A secondary student will be charged \$3.00. Students purchasing a second breakfast will be charged \$1.70.

### **Visiting Student Meals**

Visiting students should pay the same as the student price for a meal. The first meal is the *only* served meal that can be claimed for reimbursement. If a student wishes to purchase a second meal, it is entered as an ala carte purchase. An elementary student will be charged \$2.70 for a second meal. A secondary student will be charged \$3.00. Students purchasing a second breakfast will be charged \$1.70.

### **Adult Meals**

All adults and non-student visitors should pay the adult price (\$4.00). If an adult wants to purchase the main entrée without salad bar, this would be considered adult ala carte and would be the price of a regular student lunch (elementary \$2.70; middle school/high school \$3.00). ***There is no reduction in price for salad bar without a main entree.*** If an adult wishes to purchase a second meal, it is entered as an ala carte purchase. Adults will be charged \$4.00 for a second meal. Adults purchasing a second breakfast will be charged \$2.55.

## **Field Trip/Sack Lunches**

The teacher will provide the school secretary and/or MTO a roster of the students who will need a sack lunch. Requests should be made five school days prior to the field trip. Lunches must be secured and **checked off the roster** to show the meal was given to the correct student at the **POS**. The secretary and/or MTO will enter the meals into mPower MealTime. Menu production records must be maintained to show that the meal reimbursement requirements have been met for sack lunches.

## **Procedures for Dispersing Food from Food Service**

- Administrative, Certified, Classified and Confidential Staff must purchase all food and drinks they consume, including leftovers.
- A billing process with Chartwells will be established for basic party supplies such as cups, plates, silverware, and napkins. Many times, Food Service provides supplies for class parties because staff and students forget to bring needed items.
- Food Service employees are expected to eat the food that is prepared for the students to ensure that the quality of the food is appropriate for the students. These meals are counted as adult earned meals. No pre-packaged foods, excluding milk, should be eaten unless it is a new product that is being sampled, the quality of a pre-packaged item is in question, or the pre-packaged item compliments the meal (i.e., crackers with soup).
- For catering events, the Food Service Head Cook, in conjunction with the food purchaser for the event, will determine how excess, unusable food will be disposed of after the event (unusable food would be any food that cannot be saved and used for another activity, i.e., salad dressing that has been uncovered, leftover juice, leftover entrees, etc.). If no prior arrangements for unused catering food items have been made, the Food Service Head Cook will make the decision for disposal.

## **Special Dietary Needs Requests**

Federal regulations require Child Nutrition Programs Sponsors and Providers to make reasonable modifications to the standard meal requirements to accommodate participants with disabilities. Oregon's authorized State licensed health care professionals are: Medical Doctor (MD), Doctor of Osteopathy (DO), Doctor of Naturopathy (ND), Physician's Assistant (PA), Certified Nurse Practitioner or clinical nurse specialist, Doctor of Dental Medicine (DMD), Doctor of Dental Surgery (DDS) and Doctor of Optometry (OD).

Parents are required to use the Medical Statement - For Accommodating Disabilities form to request special dietary needs. The written statement shall identify: 1. The participant's major life activity or major bodily function affected by the participant's physical or mental impairment that restricts the diet. 2. An explanation of what needs to be done to accommodate the disability. 3. In the case of dietary accommodation, the food or foods to be omitted from the participant's diet; or other dietary accommodations to be made; and 4. The food or choice of foods to be substituted when foods are omitted from the diet. The following information should be included on the written statement, if required by the disability: 1. Caloric modifications 2. Meal pattern or frequency modifications 3. The substitution of a liquid nutritive formula Description of required textural modifications is recommended, but not required.

**Food Allergies:** A food allergy is generally considered a disability. Under the definition of disability in the ADA, a food allergy does not need to be life threatening or cause anaphylaxis in order to be considered a disability. A non-life-threatening allergy may be considered a disability and require a meal modification, if it

impacts a major bodily function or other major life activity (such as digestion, respiration, immune response, skin rash, etc.). A food intolerance may be considered a disability if it substantially limits a major life activity. In any case, a request for meal accommodations from a State licensed health care professional (see list) must be followed.

**USDA Meal Reimbursement:** Reimbursement for meals served to participants with disabilities or participants with other special dietary needs are paid at the standard meal reimbursement rates. While any additional costs for substituted foods are considered allowable program costs, no additional Child Nutrition Programs reimbursement is available. Sources of supplemental funding may include special education funds in schools (if the substituted food is specified in the participant’s individualized education program), the sponsor’s general account, or the sponsor’s nonprofit foodservice account.

**Student Meal Charges:** There can be no additional charges to participants with or without disabilities for meal substitutions.

**Cooperation:** To ensure that reasonable accommodations are made for participants with disabilities or other special dietary needs, the School District, including the School Nurse, and providers will work closely with the parent(s)/guardian(s) or adult participants and with all other personnel responsible for the health and well-being of the student.

### **Cafeteria Cash Counting Procedures**

1. Count starting cash BEFORE meal service. Each school’s secretary and/or MTO is responsible for their cash box.
2. At the end of lunch, count and replace the starting cash.
3. Count the cash received for the day.
4. Run Bank Deposit Worksheet on mPower MealTime.
5. If the cash is over or short, recount the starting cash and recount the cash for deposit. Recalculate the deposit for accuracy. The Bank Deposit Worksheet and cash is sent to the District Office for verification and deposit. These reports will be kept on file according to records retention guidelines for the State of Oregon.

### **District Food Service Duties**

1. The District Office will reconcile and deposit all food service cash receipts.
2. The District Office will complete and submit the annual NSLP renewal application.
3. The District Office will process and maintain free/reduced applications.
4. The District Office will complete the annual verification process per instructions from the ODE – Child Nutrition Services.
5. The District Office will compile and submit the monthly Claims for Reimbursement per instructions from ODE.
6. The Head Cook/Food Service Contractor will order commodities for all locations as per cafeteria requests and monitor inventory of commodities.
7. The District Office will complete annual on-site reviews by February 1<sup>st</sup>.
8. The Head Cook will monitor health department reports. The health department should inspect each site at least twice per year. Reports will be posted in the kitchen and filed at the District Office.

## **USDA Nondiscrimination Statement**

All publications that mention USDA Child Nutrition Programs must include the following revised nondiscrimination statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

## **District Nondiscrimination Statement**

The District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's, or persons with who the individual associates, perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status. The District prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

Title IX (Equitable Access) & American Disabilities Act Contact: Justine Hill, Business Manager, (503)738-5591.

**Seaside School District 10**  
**Food Service Refund Request**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ for \_\_\_\_\_

Write check to (parent or guardian): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Approved by: \_\_\_\_\_

*Signature of Secretary and/or mPower MealTime Operator*

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**District Office Use Only**

Account Code \_\_\_\_\_

Check Date: \_\_\_\_\_

Student mPower MealTime account to zero (-0-) Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Verified by: \_\_\_\_\_

*Signature of Business Manager or Designee*

## Medical Statement – for Accommodating Disabilities

Submit this form to: Justine Hill, 1801 S Franklin Street, Seaside, Oregon 97138

School Student Attends:  Gearhart  Seaside Heights  Broadway Middle  Seaside High

### Part I To be completed by Parent/Guardian or Sponsor

Name of Student \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Part II** To be completed *only* by a State licensed health care professional who is authorized to write medical prescriptions under State law.\* Answer questions 1-3.

**1. Describe the major life activity or major bodily function affected by the participant's physical or mental impairment that restricts the diet**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Meal Accommodation Plan (Foods to omit or avoid)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Foods to be substituted and recommended alternatives (include modifications and accommodation)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Licensed Health Care Professional\* \_\_\_\_\_ Date \_\_\_\_\_

Print name of Licensed Health Care Professional \_\_\_\_\_

Sponsor's use: Accommodation made:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Authorizing Staff \_\_\_\_\_ Date \_\_\_\_\_

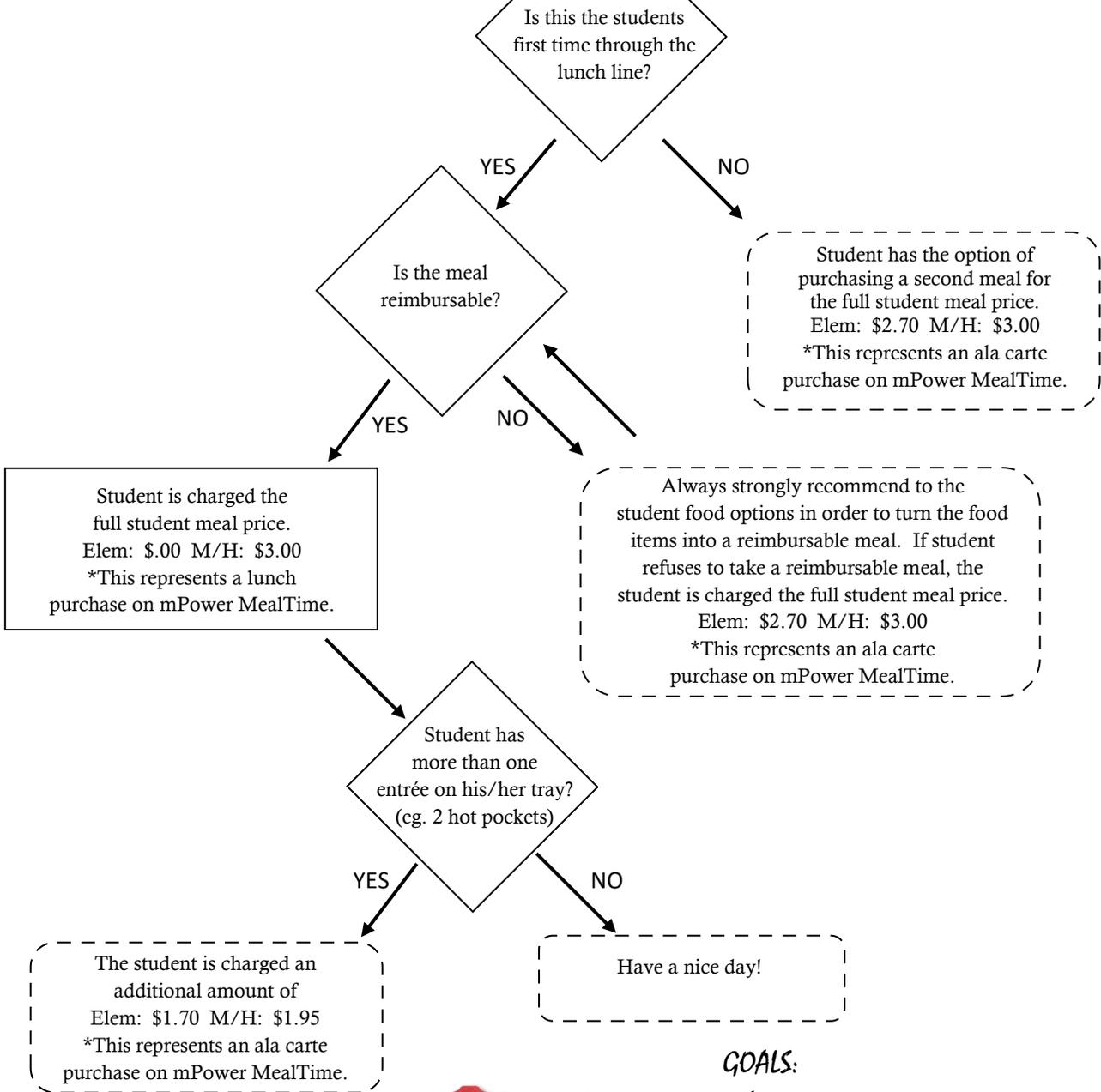
Signature of District School Nurse \_\_\_\_\_ Date \_\_\_\_\_

\*Medical Doctors of Medicine (MD); Doctors of Osteopathy (DO); Doctors of Naturopathy (ND); Physician's Assistant (PA); Certified nurse practitioner or clinical nurse specialist; Doctor of Dental Medicine (DMD); Doctor of Dental Surgery (DDS); Doctor of Optometry (OD)

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*Title IX (Equitable Access) & American Disabilities Act Contact: Justine Hill, Business Manager, (503)738-5591.*

# Lunch



**GOALS:**



- Create attractive/appetizing meals
- Help students understand their food options
- Encourage students to select nutritious meals
- Minimize food waste and control costs
- Accurately claim meals to maximize Federal Reimbursement