

CHILD NUTRITION PROGRAM MANAGEMENT

The Livingston Parish School Board believes the school district should have a sound child nutrition program and the child nutrition program should be an integral part of the total education program. The School Board also believes the highest possible sanitation standards should be maintained and every effort should be made to make it possible for every child to participate in the child nutrition program without regard to race, color, disability, national origin, sex or age.

GUIDELINES

The School Board will administer a *Food and Nutrition Program* in accordance with federal and state standards and requirements including the utilization of only those products that have met all the state certification requirements. The School Board, as the recognized child nutrition program authority for the school district, will annually approve the national school lunch program, school breakfast program, United States Department of Agriculture (USDA) school commodity programs and any other related programs. The approved agreement will meet all specifications mandated by the Louisiana Department of Education's *Division of Nutritional Support*.

Guidelines of the *Louisiana Sanitary Code* will be strictly followed in preparation, serving, and cleaning of all child nutrition equipment and facilities.

No supplies, funds, equipment or foods, including leftovers, shall be removed from the child nutrition department by any employee of the school system unless he/she has been authorized to transfer the items to another school location. Legal or disciplinary action may result from unauthorized removal.

Transfers of Child Nutrition Program personnel may occur as the need arises at school sites. Child Nutrition Program personnel may be called upon to temporarily or permanently work at other sites as the need arises.

MEAL SERVICE

Every student will have access to a school breakfast and school lunch in accordance with the *Healthy, Hunter-Free Kids Act of 2010*. All meals served will be high in quality and nutritionally balanced. They will meet with the nutritional requirements for age-appropriate caloric needed and limit fat and sodium.

Participation in alternate breakfast options, snacks for after school programs, summer food service program and other federal or grant programs are optional.

Class schedules, bus schedules, and other barriers shall not restrict meal access. It is highly encouraged all meals brought into the cafeteria comply with USDA nutrition

standards for food and beverages.

Extra sales items are offered to all students after the purchase of meal.

1. Brown bag lunch students may not purchase items from the entrée extra sale list such as pizza, chicken sandwich, or any other entrée without the purchase of a meal.
2. Brown bag lunch students may only purchase full strength juice, milk and bottle water (unflavored with no additives) from the extra sale item list.
3. Students that purchase a meal may purchase from the extra sale item list and entrée extra sale list.
4. Extra sales items must meet the nutritional guidelines in the meal patterns. Soft drinks, candy, etc. are not sold in our cafeterias.
5. Students owing a balance on their cafeteria account may not purchase extra sale items.

SPECIAL EVENTS

During the school day, all schools and employees shall comply with federal and state regulations when operating concessions. Vending machines, food and beverage sales, including fundraisers as specified by the USDA Smart Snacks in School nutrition standards and the Louisiana Smart Snacks Guidelines.

Special events should not interfere with the preparation and service of school lunch, breakfast or snacks.

All food and beverages served outside of the School Breakfast Program and the National School Lunch program, during the school day, shall comply with the USDA Smart Snacks in School nutrition standards and the Louisiana Smart Snacks Guidelines, at a minimum. School functions involving the use of the cafeteria will be arranged through the principal or their designee and notification provided to the child nutrition supervisor.

Request for any type of bag lunch must be submitted a least three (3) weeks prior to the scheduled date to plan for menu changes and ordering needs.

PAYMENT FOR MEALS

Meals may be paid for daily, weekly, monthly or annually. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced-price students. Those students not eligible for free meals who have not paid for a scheduled meal may have that meal withheld.

Regulations prohibit the denial of free, reduced or paid meals as disciplinary action to any child in attendance at school. Denying meals to students for disciplinary reasons associated with disruptive behavior in the cafeteria or otherwise is prohibited under Federal regulations. Disciplinary action used for other unacceptable behavior should be applied in these situations.

If the school denies a scheduled meal to a student, the school will provide a substantial and nutritious snack item to the student as a substitute for the meal denied.

The School Board will document each instance a student is denied a meal.

Upon the third (3rd) instance during a single school year of the same student being denied a meal during school hours, the School Board reserves the right to contact the office of community services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has resulted in repeated denials of meals during school hours.

Under no circumstances may a tray be taken away from a student in line. If a student enters the line, after the principal has notified the parent the student will not be fed on a specified date, the manager must notify the principal in writing the student was served a meal. The principal is ultimately responsible for all meals served to the student on credit. Charitable funds donated by school employees or other charitable funds may be used to pay for a student's meal in the event that he/she is subject to the denial of a meal during school hours.

No discrimination against any individual will occur because of his/her inability to pay, nor shall the School Board or any nutrition service provider publish or permit to be published the names of any individual unable to pay for the food.

Any public school employee who discloses the name of any individual unable to pay for such food, either orally or in written form, except as reasonably necessary in the conduct of his/her official duties, shall be subject to the penalties provided in state law. No employee will disclose such information to any student for any reason.

COLLECTION OF LUNCH MONEY

Bills will be sent home with students the first working day of the month. The first month's bill will include the months of August and September. Any credit balances from the previous year shall be deducted from this bill. If there are any unpaid debts, they should be added to this bill and any future billing until they are paid.

The manager/cashier will inform the student each day he/she does not have sufficient funds to pay for the meal. The student is advised to bring money the following day.

Notice will be sent to the parent or guardian of any student with a negative balance on or

around the 10th of each month.

A Balance Summary report will be provided to the principal or designee on or around the 15th of each month. The principal will determine if the student is to be denied a meal and send the report back to the manager with instruction, including the specific date the student should not be served in the cafeteria. However, the principal may not deny a meal until the following:

1. A letter, including a free lunch application, is sent to the parent or guardian expressing concern of the student's balance and encouraging the parent or guardian to complete a free lunch application for their household.
2. The principal or designee must personally contact the parent or guardian, advising, unless money is sent to cover the cost of the meals, the student will not be served meals in the cafeteria. The principal, or designee, must advise the parent or guardian as to the date and time the meals will no longer be provided to the student.
3. Provide actual notification to the child's parent or legal guardian as to the date and time after which meals may be denied, the reason for such denial, any further action that may be taken by the parent or legal guardian to prevent further denial of meals, and the consequences of the failure to take appropriate actions to prevent such denial or that the school governing authority may contact the office of community services within the Department of Social Services upon the *third* instance of such denial during a single school year.
4. Verify with appropriate school staff the student does not have an *Individual Education Plan* that requires the student to receive meals provided by the school to ensure that neither the student's health nor learning ability will be negatively affected by denying the student meals during school hours. If the IEP plan does require the student receive meals, and the parent or guardian refuses to pay, the school operations account will cover the cost of the meals.

If the parent or guardian fails to pay the bill, complete free lunch application, make other arrangements for meals (bag lunches) for their child, or make arrangements with the principal for payment of the bill, the principal will schedule a parent conference.

If the principal cannot solve the problem during the parent conference, a second conference may be scheduled and chaired by Livingston Parish School Board Supervisor of Child Welfare and Attendance or another designated Livingston Parish School Board Supervisor.

If the parent or guardian fails to agree to pay the bill, or provide a bag lunch for the child,

the refusal will be viewed as parental neglect, and the matter may be turned over to Child Welfare for appropriate action. During this time the student will not be served meals.

If the principal or designee allows the student to continue eating, he/she is responsible for debts incurred. Any proceeds due a school from extra sales may be applied to unpaid meal balances at the end of the year. Any unpaid balances exceeding the schools' extra sales proceeds are the responsibility of the school and must be paid to the Child Nutrition Department within 5 days of the last day of school. The Child Nutrition Program cannot pay for unpaid meal charges/bad debt using School Food Service funds.

FREE AND REDUCED PRICE MEAL APPLICATIONS

Eligibility for participation of students in the free and reduced meal program will be determined by family meal application or direct certification of participation in migrant, runaway, or homeless education programs. A multi-child, family application to apply for school meal benefits will be sent to the parent or guardian of each student within the first week of school. Parents or guardians will be required to complete an application listing all students enrolled in Livingston Parish Public Schools and return it to the determining official for review. The applicant should be made aware that deliberate misrepresentation on the application may subject him or her to prosecution under applicable state and federal criminal statutes. Such applications (approved and disapproved) and documentation of the action taken will be maintained for three (3) years after the end of the fiscal year to which they pertain.

State guidelines allow the limited disclosure of information about free and reduced-price meal eligibility without consent of the parent. The information may be used *only* for the purpose authorized and may not be shared with any other parties for any reason. Aggregate information that does not identify individuals continues to be permitted without parental consent. Under the *National School Lunch Act (NSLA)*, the release of a child's eligibility status is permitted to persons directly connected with and who need to know a child's free and reduced-price meal eligibility status in order to carry out an activity specifically authorized by NSLA.

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Ref: 42 USC 1751 et seq. (*School Lunch Programs*); 42 USC 1771 et seq. (*Child Nutrition*); 7 CFR 210 (*National School Lunch Program*); 7 CFR 220 (*School Breakfast Program*); La. Rev. Stat. Ann. §§17:82, 17:191, 17:192, 17:192.1, 17:195, 17:196, 17:197.1, 17:198, 17:199, 39:2101, 40:4; *Louisiana Sanitary Code*, La. Dept. of Health and Hospitals; Board minutes, 4-14-77, 4-3-14, 8-7-14, 2-15-18.