

*DISTRICT 742 COMMUNITY SCHOOLS
NUTRITIONAL SERVICES COMMUNICATION*

TO: Cooks, Facilitators, Custodians, & Principals

FROM: Connie Jopp

RE: Current Department Guidelines

DATE: March 10, 2006

Attached are the current Nutritional Services Department Guidelines for your information. After reading, please keep on file for future reference. If you have any questions, feel free to call me at 202-6871 or 1071.

DISTRICT 742 COMMUNITY SCHOOLS
Nutritional Services Department Guidelines
June 10, 2004

- I. **Access To The Nutritional Services Area**
- A. **Only AUTHORIZED NUTRITIONAL SERVICES STAFF MEMBERS have access to the Nutritional Services Areas.**
- B. **Rationale**
The school's kitchen, equipment, and storage spaces are designed to provide a controlled environment for food safety and sanitation. Restricting access to the Nutritional Services Area is the only way to insure proper food safety and sanitation. This prevents children from being placed at risk.
- C. **Specific Food/Equipment/Facilities Rules:**
1. **Unauthorized persons [anyone other than a Nutritional Services Staff Member] MAY NOT USE the school kitchen areas, equipment, and supplies because of the potential sanitation risk factor.**
 2. **Teachers, other building staff members, and other people connected to the building, i.e. parents, PTA members, etc. MAY NOT STORE their food items brought in for their classes or their own personal use in the Nutritional Services area refrigeration units [i.e. freezer or coolers] or storage areas. A separate refrigeration unit should be provided in a different location. This is to prevent potential cross contamination of food and/or equipment and to retain control over safety and sanitation conditions.**
 3. **Unauthorized persons MAY NOT WALK through the Nutritional Services Areas because of the potential sanitation risk.**
- D. **Responsibility Factor**
1. **The First Cook is responsible for food safety and sanitation in order to provide a safe food product and environment for all students.**
 2. **The First Cook ensures that all products come from an approved source, are maintained at proper temperatures, and prevents any situations or activities that could result in cross contamination of food and /or equipment. Only food and products ordered by the First Cook may be stored in the kitchen areas.**
 3. **The First Cook maintains safety and sanitation control in the Nutritional Services Areas and does not allow its integrity to be compromised.**
 4. **To maintain a safe and sanitary food production environment, we will follow the Minnesota Department of Health recommendations that only commercially prepared foods or foods prepared in an approved or licensed kitchen be stored in our facilities. When you are making arrangements for your event, inform the Nutritional Services Supervisor, if you intend to bring food into our facility. We need to make sure the appropriate food storage areas are available, whether you need dry, chilled, or frozen food storage space.**
 5. **If you need to use items or supplies from our facilities, please make arrangements in advance with the Nutritional Services Supervisor. Accommodations will be made to have the items available for your use, if at all possible. Your organization will be billed for consumable supplies used.**
- E. **District 742 Guidelines For The Use Of School Facilities**
The 7/1/90 District 742 Administrative Regulations states:
1. **"No kitchen may be opened and used unless school food service personnel are on duty."**
 2. **"Kitchens are for food preparation and will be limited to use of this type."**
 3. **"School food service facilities are not to be used in direct competition with commercial food service institutions."**
- F. **Use of Nutritional Services Areas and Equipment**
1. **The school kitchen area, equipment, and supplies may only be used and opened when authorized Nutritional Services personnel are present and on duty. Groups and organizations requiring the use of the school kitchen area must pay the prevailing hourly wage for the Nutritional Services Staff Member.**

2. Arrangements are made with the Nutritional Services Supervisor.
- G. Pot Lucks
1. The Minnesota law that exempts potluck events from health inspections was modified in the current legislative session. The revised statute clarifies that licensed food establishments, **may not** be involved with potluck events. Licensed food establishments includes school food service. In addition, potluck food must not be brought into a school kitchen and cafeteria for consumption. It is acceptable to have a potluck event without any health/sanitation inspection as long as the event is not sponsored by the school and not served in the cafeteria/kitchen. The following language was added to Minnesota Statutes, section 157.22: A licensed food establishments cannot be sponsors of potluck events. Potluck event food shall not be brought into a licensed food establishment kitchen.@ The law is effective 8/8/00.
- II Breakfast and Late Start
- A. When the school starts 1-2 hours late for any reason, **BREAKFAST WILL NOT BE SERVED.**
- III. Specific Monetary And/Or Payment Issues
- A. Stolen and Misused Meal Pin Numbers.
 1. The District will replace stolen/misused pre-paid meals up to three times per year.
 - a. A written warning will be given to the student and the parents after the **second request** to replace the meal.
 - b. At least one written warning must be issued prior to refusal to allow additional meals.
 - c. The written warning must include an explanation that the student has repeatedly requested meal replacements and that the meal will only be replaced one more time.
 2. After three incidents in one school year, the student will be expected to bring a lunch from home or pay full price for meals.
 3. This guideline applies only to situations involving stolen or misused pin numbers and does not apply to situations where there may be insufficient funds to pay for a meal.
 - B. Borrowing Tickets/Cards
 1. There is **NO BORROWING FOR ANYONE.**
 - C. Charging Meals: We have a maximum amount of \$5.00 for a charge limit.
 1. If a student HAS UNDER \$5 in their account, SEE THE ATTACHED MEMO.
 - a. **This is not a REIMBURSABLE MEAL and cannot be counted for the day.**
 - D. Second Meals
 1. If a second meal is desired by a student, the student **MUST PAY THE ADULT PRICE.**
 - a. Federal regulations allow only one reimbursable meal per student per day.
 - b. Students are not permitted to purchase a second meal with a second meal ticket/card.
 - E. Monitors and Free Meals
 1. Monitors are charged an adult meal price. The Nutritional Services department is not required to feed the monitors.
 - F. Refunds
 1. **Refunds for breakfast, lunch, and/or milk are issued year round to graduating seniors and families moving out of the district. If a Graduating Seniors has a sibling in the district, their money will be transferred to the sibling's account, unless the parent requests a refund.**
- IV. Reimbursement Issues
- A. Point of Service
 1. The point of service is used to determine the school's claim for reimbursement. The monitor should remain at the end of the line during the entire lunch period. If the monitor must leave the area during serving, the line must be stopped or the back up monitor must check for reimbursable meals.

2. If a student has fewer than three reimbursable items on their tray, then:
 - a. Ask the student to take another item to complete the meal.
 - b. If the student refuses:
 1. Enter as an ala carte sale.
 2. **DO NOT COUNT THE MEAL AS A REIMBURSABLE MEAL.**

B. Nonreimbursable Meals

1. District 742 schools follows the "Offer versus Serve" federal standard for all grade levels. The federal regulation requires that students be offered all five food items comprising the full lunch meal pattern, but they have the option of choosing a full serving of a minimum of three food items. We cannot claim meals of less than three reimbursable items.
2. The first cook is responsible for offering the meal components and informing the facilitator of portion size.
3. The facilitator is responsible for determining a reimbursable meal.
 - a. The facilitator should check every day with the first cook if in doubt about items considered reimbursable.

V. Interdepartmental Issues

A. Monthly Menus

1. Monthly menus must be served as listed.
 - a. Nutritional Services staff members may not arbitrarily make changes unless authorization is secured from the Nutritional Services Supervisor.
 - b. First Cooks may change the menu for "act of God" causes, i.e. power failure, you did not receive the product, the vendor was unable to provide the product, the product was spoiled and unusable, etc.
 - c. Menus are not open to discussion among your kitchen staff regarding whether you will or will not serve a listed menu. Prepare and serve the menu planned by the Nutritional Services Supervisor without making unnecessary changes or substitutions.
 - d. Direct all questions and concerns to the Nutritional Services Supervisor.

B. Purchase of Food and Supplies in the Warehouse

1. District employees are **NOT ALLOWED** to purchase items from our warehouse inventory.
2. Products may not be purchased directly from the vendor.

C. Commodity Usage in the Ala Carte Programs

1. Commodities may be used in the various Ala Carte Programs as long as students participate in the program and/or it occurs during the lunch hour.
 - a. Commodities may be used in the A.M. and P.M. Ala Carte Programs because of the student participation factor.