

# LODI UNIFIED SCHOOL DISTRICT

Policy 3551

## Business and Non-Instructional Operations

### Food Service Operations/Cafeteria Fund

The Board of Education intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase 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 possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program.

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

### **Meal Sales**

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

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.

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

Meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food

service revenues, or U.S. Department of Agriculture (USDA) foods.

### **Cafeteria Fund**

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 reasonable and necessary indirect program costs as allowed by law.

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### **Contracts with Outside Providers**

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)

### Management

Cafeterias shall be the immediate responsibility of the respective building principals and under the general supervision of the Director of Food Service who will coordinate the purchasing of food and supplies, plan menus, etc.

Each cafeteria shall have an immediate manager responsible to the principal for the conduct and operation of the cafeteria and, subject to the operational aspects of the cafeteria, to the Director of Food Service and to the Chief Business Officer.

### Purchasing

The Business Office shall coordinate the purchasing of food and supplies as defined by purchasing policies and current law.

## Accounting

All financial aspects of the cafeteria operation shall be the responsibility of the Chief Business Officer in compliance with current law and board policies.

## Program Monitoring and Evaluation

The superintendent or designee shall present to the Board, at least annually, financial reports 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 the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, paid lunch equity, revenue from non-program goods, indirect costs, and USDA foods.

## Legal References:

### Education Code

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedures

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

### Health and Safety Code

113700-114437 California Retail Food Code

### Code of Regulations, Title 5

15550-15565 School lunch and breakfast programs

### United States Code, Title 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

773 School breakfast program

### Code of Federal Regulations, Title 2

225 Cost Principles for State, Local, and Indian Tribal Governments

### Code of Federal Regulations, Title 7

210-1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:

California Department of Education Publications

California School Accounting Manual

Food Distribution Program Administrative Manual

Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012

California Department of Education Management Bulletins

USDA-FDP-02-2010 Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, August 2010

USDA-SNP-01-2008 Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, February 2008

00-111 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, July 2000

California Department of Education Publications

California School Accounting Manual

Food Distribution Program Administrative Manual

U.S. Department of Agriculture Publications

Financial Management of the School Meal Programs, Correspondence, August 30, 2013

Indirect Costs: Guidance for State Agencies and School Food Authorities, 2011

U.S. Department of Education Guidance

FAQs About School Meals

Web Sites

California Department of Education, Nutrition Services Division:  
<http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service:  
<http://www.fns.usda.gov/cnd>

U.S. Department of Education: <http://www.ed.gov>

Policy

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