

**RUSSELL INDEPENDENT SCHOOL DISTRICT
RUSSELL, KENTUCKY
SCHOOL FOOD SERVICE MANUAL**

Updated 10/18/2010

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FOOD SERVICE DIRECTORY

Dennis C. Chambers, CPA

School Food Service Director/Central Office
409 Belfont Street
Russell, Kentucky 41169
(606) 836-9679

Rhonda Day

School Food Service Administrative Assistant
409 Belfont Street
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(606) 836-9679

RUSSELL HIGH SCHOOL

709 Red Devil Lane
Russell, Kentucky 41169
(606) 836-9658

Linda Kiser Manager
Ann Mefford Cook
Jamie Cordle Cook
Linda Rowe Cook
Peggy Withrow Cook
Caroline Black Part-time Cook

RUSSELL MIDDLE SCHOOL

707 Red Devil Lane
Russell, Kentucky 41169
(606) 836-8135

Carol Miller Manager
Donita Dinkens Cook
Janet Grizzle Cook
Rose Humphrey Cook
Angie Stevens Cook

RUSSELL-McDOWELL INTERMEDIATE SCHOOL

1900 Long Street
Flatwoods, Kentucky 41139
(606) 836-8186

Nancy Hayes Manager
Abby Blevins Cook
Mary Johnson Cook
Sandy Fleming Cook

FOOD SERVICE DIRECTORY (continued)

RUSSELL PRIMARY SCHOOL

710 Red Devil Lane
Russell, Kentucky 41169
(606) 836-0007

Wesalene Barker	Manager
Terri Brewer	Cook
Susan Chapman	Cook
Mary Kiser	Cook
Faye Potter	Cook
Lea Anna Price	Cook
Mandy Spencer	Cook

NUTRITION

Nutrition standards for school lunch and breakfast will comply with Title 7, Volume 4, Chapter 2 of the United States Department of Agriculture's (USDA) Code of Federal Regulations and KRS 158 as amended. Lunch and breakfast servings will follow minimum requirements of nutrient and calorie levels in accordance with the regulation under food-based menu planning. The nutritional value of the meals will be tested for compliance by averaging the menu nutrient values over a five consecutive-day period.

Each five day period's average will limit total fat to thirty percent of calories and limit saturated fat to less than ten percent of calories. Menus will be prepared on a four week cycle basis with focus on a diet low in cholesterol and sodium, with plenty of vegetables, fruits, and grain products. Breads and grains will be prepared in accordance with the criteria developed in Appendix J. The following charts will indicate other minimum requirements in accordance with the regulation:

School Breakfast:

	Grades K-12	
	Preschool	12
Energy Allowances	388	554
Protein (g)	5	10
Calcium (mg)	200	257
Iron (mg)	2.5	3
Vitamin A (RE)	113	197
Vitamin C (mg)	11	13

School Lunch:

	Grades K-6	Grades 7-12	
	Preschool	6	12
Energy Allowances	517	664	825
Protein (g)	7	10	16
Calcium (mg)	267	286	400
Iron (mg)	3.3	3.5	4.5
Vitamin A (RE)	150	224	300
Vitamin C (mg)	14	15	18

Each menu will be analyzed to show compliance over the five-day average.

MENU PREPARATION

Menus will be prepared in accordance with nutritional standards as discussed previously. Menus will be prepared by the manager for their school. Each menu will be approved by the School Food Service Director (SFSD). Discrepancies in the "like" menus will also be considered and approved by the SFSD as needed.

Each menu selection will contain a reimbursable (eligible for Federal cash assistance) lunch or breakfast. Each lunch will have at least five menu items: milk, meat or meat alternate, two servings of vegetables or fruit or both, and a grain or bread item. Each breakfast will have at least four menu items: milk, fruit or vegetable (or full-strength fruit or vegetable juice), two servings of grain/bread, meat/meat alternate, or one from each.

Menus will be prepared on a cyclical basis as determined by the SFSD. The *Traditional Food Based Menu Pattern* will be followed in the development of daily menus and servings (see Appendix F). Menus will be prepared with initial consideration given to use of USDA commodities. Menus will be prepared at all schools of the District with the minimum quantities of grades 4-12 section of the Menu and Production Plan.

Parents of students with special feeding or dietary needs will complete a Special Needs form (see Appendix I). This form will be maintained by the cafeteria manager. The form must be signed by the parent or guardian, and physician of the child.

OFFER VERSUS SERVE

All grade levels, except for the preschool program, will participate in offer versus serve. Under this plan, each student may decline two of the five provided menu items of an offered lunch, and up to one of the four breakfast items offered. The price of a reimbursable lunch or breakfast will not be affected if a student declines food items or accepts smaller portions. The preschool age students will receive all items offered in a given menu.

FREE AND REDUCED MEALS

Free and Reduced priced meals will be determined in accordance with Federal income guidelines as provided annually. Information letters will be distributed at the beginning of each school year to all households of the District. The District will use a Household Application, in which one application may be prepared for all the eligible children of each household. The applications will be prepared and maintained at the Central Office by the SFSD.

The applications on file as of the first operating day of October will be subject to income verification. The sampling will be selected at random to acquire the appropriate number of applications as required by regulation.

Each family will have ten working days to submit any requested income documentation. Any household that fails to submit written, dated, and current requested income documentation by the specified date, or that submits information that does not support the initial determination of eligibility will be sent a notice of adverse action (change in status). The notice will include all the required items in the standard termination or reduction notice. The household will also be given ten calendar days' advance notice of the termination or reduction of their benefits. The verification process will be completed by February 15 of each year.

Each cafeteria manager will maintain a listing of free and reduced students that is current. The identity of free and reduced status will remain confidential, with exceptions: 1) Names and status may be disclosed to persons directly connected with the administration or enforcement of Federal education programs or State programs administered by the District; 2) All eligibility information may be disclosed to persons directly connected with the administration or enforcement of the programs authorized under the NSLA or Child Nutrition Act of 1966, which includes the school lunch and school breakfast programs; and 3) Any information that identifies a particular student may be given, with prior consent, to Federal health programs or local health and education programs or activities.

The National School Act and Title 7 of the Code of Federal Regulations places limits on the circumstances under which a State agency or local school district may, without parental consent, disclose the fact that an individual student is a member of a household that is approved for free or reduced price meals. Local Education Authorities may disclose children's free and reduced price meal eligibility information to programs, activities and individuals that are specifically authorized access under the NSLA. Disclosure is always an option, not a requirement.

The District is responsible for making the free and reduced price meal eligibility determination and makes the decision on whether or not children's information will be disclosed. The School Food Service Director has the authority to determine who may or may not have access to this information.

The Superintendent, principals, counselors, family resource center, teacher and other local staff can be given aggregate data about a school or school district but nothing more without parental consent. Aggregate data does not identify individual children.

Persons directly connected with the administration or enforcement of certain programs or activities are permitted to have access to children's eligibility information. These programs include Federal education programs, a State health or education program administered by the State or local educational agency (other than a program carried out under Title XIX or XXI of the Social Security Act), or a Federal, State, or local means-tested nutrition program with eligibility standards comparable to the school lunch program. There must be a legitimate need to know to provide a service or carry out an authorized activity for that entity to be eligible to receive that information.

Disclosure of name and status may be given to persons who are directly connected to the administration or enforcement of the National Assessment of Educational Progress (NAEP). Additionally, disclosure to persons directly connected with the administration or enforcement of State educational assessment programs to the extent that the State assessment is part of the NAEP or the assessment program is established at the State, not local, level. Other State education programs also are eligible to have access to names and status without parental consent, but the program must be established at the State, not local, level.

Parental consent is required for disclosure to a local education program.

Access is not routine. There must be a "need to know" for legitimate purposes. Appendix K has an example of the Free and Reduced Disclosure Statement that each eligible person will sign to accept the terms of use of status.

COMPETITIVE FOOD REGULATION

According to 7 CFR 210.11 and 702 KAR 6:090, a competitive food is any food sold in competition with the District's food service program: "The sale or serving of any food or beverage item to students in competition with the School Breakfast Program or the National School Lunch Program shall be prohibited on the school campus during the school day until one-half (1/2) hour after the close of the last lunch serving period".

MEAL PRICING

Meal pricing for lunch and breakfast will be reviewed and set by the Board of Education as necessary. Meal pricing for reimbursable meals is as follows:

Student:	Paid:	Lunch	Breakfast
	Elementary	\$ 1.50	\$ 1.00
	Middle and High	\$ 1.75	\$ 1.00
	Reduced	\$ 0.40	\$ 0.30
Adult		\$ 2.25	\$ 1.25
Adult Visitor		\$ 3.00	\$ 1.25

Ala carte pricing will be determined upon review by the cafeteria manager and approved by the SFSD on a per school basis.

ADULT MEAL POLICY

Program adults may, at the discretion of the local board of education, receive meals at no cost. Program adults are those individuals who are assigned to work full-time in the food service operation and whose salaries are paid entirely from food service funds. Part-time employees and substitute employees assigned to work in the food service program whose salaries are paid entirely from food service funds may also receive a meal at no cost. The Russell Independent Board of Education allows certain non-program adults to receive a meal at no cost. The Board must offset the loss of revenue to the food service program. Sufficient documentation of costs and offsets must be maintained for CRE and audit purposes. Non-program adults are defined as those employees who provide a service to the food service operation (such as custodians, cafeteria aides and district maintenance).

INDIRECT COST

The Russell Independent Board of Education requires the food service program to pay indirect cost to the General Fund. The amount of payment will be equivalent to the total of the non-program adult meals for each month, never to exceed the indirect cost calculation on Form D-9A.

RECORDKEEPING PROCEDURES

The cafeteria manager will be responsible for preparation of daily and monthly records as required by the Kentucky Department of Education and the USDA (see Appendix B, policy 7.14 for listing of financial reports required and Appendix D for examples of the reports). The monthly D-12 form will be prepared at the school level and consolidated at the Central Office by the Administrative Assistant, and then submitted to KDE for reimbursement. All required monthly forms are due in the Central Office by the tenth of each month.

Cafeteria managers will maintain daily production records, which will include the number of portions planned, size of the portions, amount prepared, leftovers, extra sales, etc. The records will be maintained at the cafeteria and are subject to review by the SFSD and KDE.

Meal Counting and Collection

The collection process is the most critical component of our meal count system. The person serving as cashier must be completely knowledgeable of meal pattern and reimbursement requirements. Also, the cashier must have a complete understanding of the free and reduced price policies, in addition to normal pricing guidelines.

The cashier should NEVER adjust the meal counts to correspond to the cash collected. Small differences may occur for various reasons, but they must not be covered up by adjusting count totals to the cash-on-hand. Outages should be documented on the daily count and reconciliation report. Excessive or consistent outages are subject to review by the SFSD.

Collection procedures should ensure that no child is overly identified as the recipient of a free or reduced price meal, that an accurate count is made on a daily basis, and that collections will permit an accurate reconciliation. Applications for free and reduced meals will be approved and maintained at the Central Office. Each direct certified student will be retrieved and maintained by the Food Service director or Assistant. The roster and free and reduced is maintained current on a daily basis.

The District will use an automated point-of-service program to aid in collection and reporting efforts. Lunchbox is the system that tracks all enrolled students, as well as adults, that obtain a meal from one of our cafeterias. Each student is given an identification number. The number will be used in order to make a transaction with the cashier. The system identifies for the cashier the amount of advance payments or free and reduced status of a student. The free and reduced identification is known solely by the cashier. The system monitors and prevents duplicate meal "purchases" from separate lines by free and reduced students. The system records all purchases made and produces the required daily and monthly reports. The point of sale will occur at a cashier stand at the end of a food line. The point of service system will maintain all sales by category by school, by day. Each point of sale station will have an up-to-date roster. Hard copies of the eligibility status of the student will also be maintained. Non-reimbursable meals will be recorded as ala carte at the point of service. Visiting or new students are documented manually and recorded as visiting at the point of sale. New students are to be input into Infinite Campus immediately by the attendance clerk in order to allow proper documentation of the student in the meal collection program.

Traditional menu planning will be recognized. Offer versus serve will be recognized at all buildings, save for preschool. Reports will be maintained by the Lunchbox system and printed daily in order to ensure a proper claim is made each month with Division of Nutrition and Health Services. Monthly edit checks are performed and reviewed daily.

Students may prepay meal purchases. The prepayment will be received by the cafeteria manager and recorded and monitored by Lunchbox. Prepayments will be deposited on the day received. Payments may also be made via the web. Links to the sites are located on the District webpage.

Cash collected will be counted by two persons and prepared for deposit. Deposits will be made at the Russell branch of City National on a daily basis. Deposits on the last day of each month must be made prior to the bank's closing time for posting on that day.

On site monitor reviews are completed by February 1st. Meal counts are reviewed for accuracy and the D-12 is dually signed daily by staff. The edit check is reviewed daily by the cafeteria manager.

MEAL CHARGES

Charges for lunch or breakfast will adhere to the following:

1. No charges will be allowed for ala carte items or snacks.
2. Principals will send out letters monthly for all charges.
3. The Superintendent and School Food Service Director will be involved in directly contacting excessive balance accounts.

PURCHASING/PROCUREMENT

Cafeteria managers will be responsible for ordering all food products on a weekly basis (decentralized). All invoices will be signed as approved for payment by the cafeteria manager. The invoice will always be compared to the current bid price and to the amount shipped before payment is approved. Invoices will be submitted to the Central Office weekly for final approval by the SFSD before payment.

Food items and equipment will be ordered from the bid list. If the item is not on the list, the cafeteria manager will obtain three price quotes (if possible) from separate vendors and consult with the SFSD prior to purchasing the item(s).

The District will participate in the Kentucky Educational Development Corporation (KEDC) food bid consortium on an annual basis. The District follows the Model Procurement bid law under KRS 45A. Fixed, not escalation, clauses are recognized by the District.

No employee of the District may place an order of an item from a vendor on bid at the bid price for personal use. No employee of the District may place an order of an item from a vendor on bid and have the item delivered to the cafeteria if the order is for personal use. If the employee conducts a transaction with a vendor on bid, the transaction must not be under any account of the Russell Independent Board of Education.

SANITATION

Cafeteria managers will be responsible for the overall cleanliness and sanitation of the kitchen and storage areas. All kitchens will maintain an adequate quantity of cleaning materials which are suitable for use in food service areas. Cleaning supplies must be kept in an area away from foods. Managers must daily record the temperatures of freezers and coolers. Custodians will record the temperatures in the absence of the managers. A copy of the most recent health inspection report will be maintained at the school by the cafeteria manager. Proper precautions regarding appropriate food preparation, storage, and product date usage will be the responsibility of the manager.

TRAINING FOR FOOD SERVICE PERSONNEL

Training will be in compliance with 702 KAR 6:045. A person will not work, or be allowed to work, in a school kitchen unless physically and mentally able to do so safely and satisfactorily. Prior to initial employment in a school kitchen, an employee will: a) complete the beginning school nutrition personnel training course prescribed by the Kentucky Board of Education; and b) be issued a Kentucky school nutrition employee certificate by the chief state school officer, based upon evidence submitted to the Kentucky Department of Education, Division of Nutrition and Health Services, from a certified instructor that all training requirements have been fulfilled. The prescribed training course for certification of beginning school nutrition personnel will consist of the following instructional units and minimum instructional clock hours: (a) School food service rules and administrative regulations - one hour; b) Sanitation - one hour; c) Safety and first aid - one hour; d) Food preparation and merchandising - one hour; e) Equipment use and care - one hour; f) Efficient use of resources - one hour; and g) Nutrition education -one hour.

Those incumbent school nutrition personnel who voluntarily complete the beginning school nutrition personnel training course will also be issued a Kentucky school nutrition certificate.

All certificate holders shall be required to renew their certificates annually by satisfactorily completing a minimum of four hours of in-service training conducted by a certified instructor and relevant to the curriculum established under the standards set forth in the aforementioned seven areas.

A temporary school nutrition employee permit may be issued if it is necessary to initially employ an applicant on an emergency basis as a replacement or additional staff position. The permit shall be valid for only a forty day period. After this period, the employee must complete the previous stated requirements.

A beginning substitute school nutrition employee may be issued a temporary permit valid for four work days from the date of employment. A substitute certificate will be issued upon completion of four hours of training in the areas of: a) Equipment use and care; b) Safety and first aid; c) Sanitation and d) Food preparation and merchandising. Annual renewal of this certificate shall be based upon satisfactorily completing two hours of training in any of the seven areas listed.

CIVIL RIGHTS

In accordance with Federal law, and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

The Food Service Program provides a grievance procedure in the event any person believes he/she has been discriminated against and/or denied service on the basis of race, color, national origin, sex, age or disability in any program provided by the Russell Independent District. Forms for the procedure are in Appendix L of this manual.

All complaints, written or verbal, alleging discrimination shall be processed within ninety days of receipt in the manner prescribed. Any person alleging discrimination has a right to file a complaint within one-hundred and eighty days of the alleged discriminatory action. Under special circumstances this time limit may be extended. All complaints, written or verbal, will be given to Anthony Thompson, the District's grievance officer. The complaint will be forwarded to the appropriate agencies. It is necessary that the information be sufficient to determine the appropriate individual or agency to which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort will be made to have the complainant provide the following information:

- a. Name, address, telephone number, or means of contacting the complainant;
- b. The specific location and name of the entity delivering the program, service or benefit;
- c. The nature of the incident;
- d. The basis on which the complainant feels discrimination exists;
- e. The names, titles and addresses of the persons who may have knowledge of the discriminator action; and
- f. The date(s) during which the alleged discriminatory action occurred.

HAZARD ANALYSIS CRITICAL CONTROL POINT (HAACP)

Required by the child nutrition Reauthorization Act of 2004, a School Food Safety Program has been in adopted to provide food service safety in the preparation and service of each meal served. The program complies with any hazard analysis and critical control points system established by the USDA. The process approach to HAACP breaks down the basic process by determining the number of times the food flows through the temperature danger zone, 40-135 degrees Fahrenheit according the 2001 Food Code.

Food will be prepared and monitored in accordance with the following three flow systems:

1. Food preparation with No Cook Step
2. Food preparation for Cook and Serve
3. Food preparation for Cook, Chill and/or Re-heat and Serve

In addition, the guidance assists in identifying related food safety programs, such as standard operating procedures, pest control, training, equipment maintenance, cleaning and sanitation. Health inspections are required for all cafeterias two times per year. The inspection report will be available upon request and posted on each serving line. A sample of all prepared meals will be properly identified and retained for a seven-day period. Thermometers will be calibrated weekly and documented.

All HAACP Standard Operating Procedures, Food Flow and Process documents, Monitoring Procedures and Reporting will be maintained in a separate manual in each cafeteria.

SAFEGUARDING ASSETS

Each cash drawer in every cafeteria will maintain \$50 change. Each drawer will be locked in the school safe or storage room daily. Each deposit will be dual counted. The signature of the counters will be documented daily on each Form D-12. Deposits will be made on a daily basis.

SPECIAL DIETARY NEEDS

Under Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990, a "person with a disability" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities covered by this definition include caring for one's self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

The term child with a "disability" under Part B of the Individuals with Disabilities Education Act (IDEA) means a child evaluated in accordance with IDEA as having one or more of the recognized thirteen disability categories and who, by reason thereof, needs special education and related services.

An Individualized Education Program (IEP) will be written for a child with a disability. When nutrition services are required under a child's IEP, school food service must be involved early on in decisions regarding special meals. Substitutions or modifications required in school meals for children whose disabilities restrict their diets will be provided when that need is supported by a statement signed by a licensed physician. The physician's statement must identify: 1) The child's disability; 2) An explanation of why the disability restricts the child's diet; 3) the major life activity affected by the disability; and 4) the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted. Allergies that cause a severe, life-threatening (anaphylactic) reaction meets the definition of disability, and the substitutions prescribed by the licensed physician will be made.

At the discretion of School Food Services, food substitutions may be made for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. This will be determined on a case-by-case basis. Each special dietary request must be supported by a statement which explains the food substitution requested. It must be signed by a recognized medical authority. The statement must include: 1) An identification of the medical or other special dietary condition which restricts the child's diet; 2) Food or foods to be omitted from the child's diet; and 3) the food or choice of foods requested to be substituted.

Each cafeteria maintains the USDA "Accommodating Children with Special Dietary Needs in the School Nutrition Programs" manual. An example of the medical form used for a disability request or diet change is in Appendix J.