**RUSSELL INDEPENDENT SCHOOL DISTRICT**

**RUSSELL, KENTUCKY**

**SCHOOL FOOD SERVICE MANUAL**

**Updated 7/25/2022**

**TABLE OF CONTENTS**

**Subject**  **Page**

Food Service Directory 2

Nutrition 3

Menu Preparation 3

Offer Versus Serve 3

Free and Reduced Meals 3-4

Competitive Food Regulation 4

Meal Pricing 5

Adult Meal Policy 5

Indirect Cost 5

Recordkeeping Procedures 5

Meal Counting and Claiming 6-7

Meal Charges 7-8

Purchasing/Procurement 8

Sanitation 8

Training for Food Service Personnel 8-9

Civil Rights 9-10

Hazard Analysis Critical Control Point 10

Safeguarding Assets 10

Special Dietary Needs 10-11

Hygiene 11-13

Monitor Review Procedures 13

USDA Food Complaint 13

Buy American 13-14 National School Lunch/National School Breakfast Agreement Appendix A

Classified Employment and Food Service Policies Appendix B

Division of School and Community Nutrition Policy Statement Appendix C

Calendar Appendix D

Lunch and Breakfast Menu and Production Plan Appendix E

Free and Reduced Meals Income Guideline Appendix F

Free and Reduced Application Appendix G

Special Needs Form Appendix H

Free and Reduced Disclosure Statement Appendix I

Civil Rights Grievance Report Procedures Appendix J

USDA Food Complaint Form Appendix K

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**CENTRAL OFFICE**

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**NUTRITION**

Nutrition standards for school lunch, breakfast and snacks will comply with the Healthy, Hunger-Free Kids Act of 2010, United States Department of Agriculture's (USDA) Code of Federal Regulations, 702 KAR 6:090, 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 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. Nutrition analysis and compliance will be maintained through the use of the Nutrikids software program.

**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 resulting from schedule changes, field trips, food supplies in prepared 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, fruit, vegetable and whole-grain bread item. Each breakfast will have at least four menu items: milk, fruit/vegetable, and whole-grain bread item. All grain items will be 100% whole-grain as defined by the first listed ingredient. Milk will be offered in a variety of 1% and fat-free selections. Fat-free milk and 1% may be flavored or un-flavored. Lunch will contain at least five menu items: milk, fruit, vegetable, meat/meat alternate, and whole-grain bread item. For lunch, vegetables will be served in the following types and quantities per week: 1) K-8 Dark Green 1/2 c; Red/Orange 3/4 c; Beans/Peas/Legumes 1/2 c; Starchy 1/2 c; Other 1/2; Any Additional 1 c. 2) 9-12 Dark Green 1/2 c; Red/Orange 1 1/4 c; Beans/Peas/Legumes 1/2 c; Starchy 1/2 c; Other 1/2; Any Additional 1 1/2 c.

Parents of students with special feeding or dietary needs will complete a Special Needs form (see Appendix H). This form will be maintained by the cafeteria manager and on the District website. The form must be signed by the parent/guardian and physician or equivalent.

**OFFER VERSUS SERVE**

Grade levels 3 through 12 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 one of the four breakfast items offered. The price of a reimbursable lunch or breakfast will not be affected if a student declines the maximum number of food items. Students from grades preschool through 2nd will receive all items offered in a given menu. Field trips will not include an offer versus serve option. A milk variety will be offered on a field trip to each student that receives a meal.

**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. Students receiving benefits from SNAP, KTAP, Medicaid, or who are classified as foster children, will not be required to submit an application. They will be notified after the Direct Certification listing is downloaded monthly from KDE SCN. The download will be transferred to Mosaic and the District will send out eligibility notification once received. The District will maintain a current list of Direct Certification recipients. The effective date of eligibility for free and reduced status will be the date on the applications. Money collected in the interim period will be returned to the parent/guardian. Debt incurred will be amended. The effective date of Direct Certification status will be the date of the email regarding the monthly download. Monies collected during a period from that date until processed by the District will be returned to the parent/guardian. Debt incurred will be removed.

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 formation 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 November 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; 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 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.

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.' Russell Independent Schools will not turn on vending machines or sell competitive foods until after the end of the school day. (replaces "the close of the building".)

**MEAL PRICING**

Meal pricing for lunch and breakfast will be reviewed and set by the Board of Education as necessary.

Meal pricing for 2021-2022 is as follows:

|  |
| --- |
| Lunch Breakfast  Student: Paid:  Middle and High $2.60 $1.00  Elementary $2.40 $1.00  Reduced $0.40 $0.30 |

Pricing will be determined in accordance with the Healthy, Hunger-Free Kids Act's Paid Lunch Equity pricing formula unless a waiver is involved. Payment for meals can be made directly to cafeteria personnel or on-line at myschoolbucks.com. Adult pricing for breakfast and lunch will be determined annually using the following formula: Paid student meal price including six cents + severe need rate as applicable or safety net as applicable + commodity factor.

**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 will accept indirect costs beginning March 1, 2019 from the Food Service program. The indirect cost pool will consist of food service wages and benefits. Each month, food service will be billed the amount of indirect cost and will pay the General Fund the billed amount. The amount will not equal or exceed the non-restricted rate as calculated by the Kentucky Department of Education.

**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. The daily cash reconciliation and edit check forms will be prepared at the school level. The monthly claim will be prepared by the central office.

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 CLAIMING**

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. The cashier should NEVER adjust the meal counts to correspond to the cash collected. Small differences may occur and should be documented on the daily count and reconciliation report. Excessive or consistent outages are subject to review. Collection procedures should ensure that no child is overly identified as the recipient of a free or reduced price. Applications for free and reduced meals will be approved and maintained at the Central Office. Each direct certified student will be retrieved from the monthly downloads provided by the Division and maintained by the Food Service Director and/or assistant. The roster and the free and reduced list are maintained on a daily basis.

The preschool students will eat in the classroom. The preschool program will not recognize offer versus serve. Each classroom will send an aide/teacher to the cafeteria to obtain the carts prepared by the cafeteria staff with trays made with all required components for breakfast and lunch. The carts are insulated to maintain required temperatures. The teacher/aide will then allow each preschool student to select or refuse a reimbursable meal. Acceptance of the reimbursable meal will be the child receiving the tray and stating their name to the teacher/aide. This will be considered the "medium of exchange". After the exchange occurs, the cashier will count the meal as reimbursable.

The District will use an automated point-of-service (pos) program to aid in collection and reporting efforts. Mosaic is the system that tracks all enrolled students, as well as adults, that obtain a meal from one of our cafeterias. Each student will use a verbal identifier to transact business with our cafeterias. It is a number assigned via Infinite Campus and Mosaic. The system identifies for the cashier the amount of advance payments. The student eligibility is not identified on the pos screen as student conducts business. Cashiers may locate the student by name if the number is forgotten. The system records all purchases made and produces the required daily and monthly reports. The point of sale will occur at the end of the serving line with the cashier. Each point of sale station will have an up-to-date roster via the system. Hard copies of the eligibility status of the student will also be maintained on the line. If a visiting or new student has not been placed into Infinite Campus, resulting in no assigned number, that student name is documented manually and recorded as visiting at the point of sale. This type of student is classified as paid status until documentation is received to verify a different eligibility type. 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. The system identifies the purchase of a second meal and forces the charge as an ala carte item, avoiding a duplicate count of a

reimbursable meal. Incomplete or non-reimbursable meals will be identified to the student as such on the line. The student will be asked to return to the line to obtain the missing item(s) to complete the reimbursable meal requirement. If the student chooses not to obtain the items, each item obtained by the student will be charged as an ala carte expense.

Free and reduced applications are processed in the Mosaic system. Infinite Campus maintains the eligibility status of the student in their FRAM module. Mosaic "speaks" to this module daily to provide eligibility data to the Department of Education as required. Access to FRAM and eligibility status is limited to the Food Service Director and assistant. Student eligibility status is only revealed outside of the Food Service staff to those employees who are listed in the disclosure agreement.

Traditional menu planning will be recognized. Offer versus serve will be recognized at all grade levels, except, preschool through second grade. See prior discussion of preschool serving. Kindergarten through second grade at Russell Primary will receive all required meal components for breakfast and lunch. Each student will come through one of two serving lines and receive their trays and will give a verbal identifier to one of two cashiers. Grades 3-5 will come through a single serving line at Russell-McDowell. Each student shall make select 3 of 4 components for breakfast and 3 of 5 components for lunch for a reimbursable meal. Each student will give a verbal identifier to the single cashier at the end of the serving line. Grades 6 through 8 at Russell Middle and grades 9 through 12 at Russell High will come through one of two serving lines and receive their trays. Each student may select 3 of 4 components for

breakfast and 3 of 5 components for lunch for a reimbursable meal at Russell Middle and Russell High. The "medium of exchange" for grades K through 12 will be a numeric verbal identifier. Reports will be maintained by the Mosaic system and printed daily in order ensure a proper claim that is made each month with Division of School and Community Nutrition. Edit checks are performed and reviewed daily by the manager. The check will be reviewed for the proper number of free, reduced and paid students for the school, and for the proper attendance factor.

Students may prepay meal purchases. The prepayment will be received by the cafeteria manager and recorded and monitored by Mosaic. Prepayments will be deposited on the day received. Payments may also be made via myschoolbucks.com. Links to the sites are located on the District webpage. Cash and checks are accepted at the pos any time.

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. The manager will compare the deposit to the daily reconciliation report. Cashier drawers will remain locked while unattended. If, for any reason, the deposit cannot be made that day, the bank bag must be placed in the school's vault until the deposit can be made at the bank.

Meals served outside the cafeteria require a roster of each student served. This includes, but it is not limited to, preschool rooms, field trips, and meals served within a classroom. Upon completion of the serving of the meal, as soon as possible, the responsible student supervisor (or principal), will return the roster to the cafeteria manager. The roster will have each student name and will clearly indicate if that student did or did not accept a reimbursable meal. Upon receipt of the roster, the cafeteria manager or designee will enter the meals served into the point of sale system. For field trips, the principal/designee will notify the cafeteria manager of any field trip that will affect any serving period, and the number of students, in an appropriate amount of time (at least five days prior to the trip). Food served by a cafeteria claiming reimbursement will be sent in appropriate containers to maintain HAACP compliance and will

contain all appropriate meal components.

Each pos site will record all maintenance and custodial meal charges. The General Fund will reimburse Food Service monthly for the total charges for meals obtained by maintenance and custodians. Each maintenance and custodial employee will have a pos identification number and their meals will be tracked individually in the Mosaic pos system.

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. Charges will be allowed grades PS to 8, however, no charges will be allowed for ala carte items or snacks at any school.
2. Letters will be sent out monthly to all parents or guardians for students who have accumulated $50 in charges or more. Parents or guardians who have not contacted the Cafeteria Manager regarding payment, submitted full or partial payment through myschoolbucks.com, or contacted the Food Service Director's office regarding a payment plan within 10 days of the letter will have the debt considered delinquent and may be directed to the Board Attorney. This will include those students with existing debt.
3. The Superintendent and School Food Service Director will be involved in directly contacting excessive balance accounts.
4. No adult charges are allowed at any school.
5. No student charges for meals are allowed at Russell High School.
6. The Food Service Director's office will be directly involved in calls to attempt to collect charges frequently.
7. Alternate meals will not be served to students.
8. Uncollected charge balances will be carried forward each year.
9. Debt that is considered uncollectible is not the responsibility of the Food Service Program. Debt that is uncollectible under 2 CFR 200.426, will be considered as loss to the program and must be restored using non-Federal funds.
10. Maintenance and custodial personnel will be allowed to charge meals. The General Fund will reimburse Food Service monthly for the total charges.

**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 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.

Please refer to the separate Procurement Policy of the District for further information regarding procurement.

**SANITATION**

Cafeteria managers will be responsible for the overall cleanliness and sanitation of the kitchen and storage areas. Cleaning supplies must be kept in an area away from foods. Managers must daily record the temperatures of 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 comply with USDA regulations. 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. Upon initial employment in a school, each cafeteria employee will: a) complete the beginning school nutrition personnel training course prescribed by the Division of School and Community Nutrition: and b) be issued a Kentucky school nutrition employee certificate by the head of the Division. The prescribed

training course, currently Kentucky One, for certification of beginning school nutrition personnel will consist of the following instructional units: 1. Child Nutrition Rules and Administrative Regulations; 2. Nutrition Education; 3. Sanitation, Safety, and First Aid; 4. Food Preparation, Equipment Use & Care, and Merchandising; and 5. Efficient Use of Resources.

All certificate holders shall be required to renew their certificates annually by satisfactorily completing a minimum of 6 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. Managers must complete 10 hours of required training. The Food Service director shall obtain 12 hours of in-service annually.

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 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 civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
   (833) 256-1665 or (202) 690-7442; or
3. **email:**  
   [program.intake@usda.gov](http://mailto:program.intake@usda.gov/)

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 elements of the complaint for the complainant. Every effort will be made to have the complainant provide the following:

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, 41-135 degrees Fahrenheit according the 2009 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: 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.

The ADA Amendments Act of 2008 explains that the question of whether a child has a disability that would require the District to provide modifications has been simplified and should no longer require extensive analysis. The expanded definition of a disability is anyone who has a physical or mental impairment which substantially limits one or more "major life activities, has a record of such impairment, or is regarded as having such an impairment. The impairment does not need to be severe or life threatening to constitute a disability. The District will make reasonable modifications to the meals and

meal services at no additional charge for children with disabilities.

A 504 plan and 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. The school principal or Special Needs Coordinator will notify the cafeteria manager of the requirements for the child. If a parent approaches cafeteria personnel with a need, that individual will immediately inform the principal or SNC, who, in turn, will begin the process needed to determine if accommodations are needed and/or warranted.

A medical statement will be required when the meal pattern requirements cannot be met for a student with a disability. Substitutions or modifications required in school meals for children whose disabilities restrict their diets 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 as defined on a case-by-case basis. Each special dietary request must be supported by a statement which explains the 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 H.

**HYGIENE**

At every step in the flow of food, food-handlers can contaminate food. Contamination can occur: 1) If an employee has a foodborne illness; 2) If there is a wound that contains a pathogen; 3) When there is contact with a person who is ill; 4) When an employee touches anything that may contaminate their hands and then don't wash them; and 5) When they have symptoms such as diarrhea, vomiting, or jaundice (yellowing of the eyes or skin). Actions that can contaminate food include: 1) Scratching the scalp; 2) Running fingers through hair; 3) Wiping or touching the nose; 4) Rubbing an ear; 5) Touching a pimple or an infected wound; 6) Wearing a dirty uniform; 7) Coughing or sneezing into the hand; and

8) Spitting in the operation. Russell Independent Schools recognizes the necessity of a good personal hygiene program and will diligently monitor and implement the necessary tools and actions to conduct such a program. The National Restaurant Association recognizes three necessary areas of a hygiene program: hand practices, personal cleanliness, and health issues.

*Hand Practices*

Handwashing is the most important part of personal hygiene. To wash hands correctly, the procedure should take about twenty seconds. The following is the practice that our kitchens will be observed:

1. Wet hands and exposed area of arms under hot, running water. Temperature should be at least 100 degrees Fahrenheit.
2. Apply soap enough to have a good lather.
3. Scrub hands and arms vigorously for 10 to 15 seconds.
4. Rinse hands and arms thoroughly with running water.
5. Dry hands and arms with a single-use paper towel.
6. Use the paper towel to turn off the faucet and/or to open the door when leaving a restroom.

All cafeteria employees will wash their hands after the following activities:

1. Moving between prep stations.
2. Handling raw meat, poultry, and seafood. All before and after the handling.
3. Touching the hair, face, clothing or body.
4. Sneezing, coughing, or using a tissue.
5. Handling chemicals.
6. Taking out garbage.
7. Clearing tables or busing dirty dishes.
8. Touching clothing or aprons.
9. Handling money.
10. Touching anything else that may contaminate hands, such as dirty equipment, work surfaces,
11. or towels.
12. Before and in-between handling different food types.

*Hand Care*

Hand antiseptics will not be used in place of handwashing. Regarding hand care, fingernails will be kept short and clean. All open wounds, cuts or abrasions will be covered with a proper bandage.

Wounds may not leak through or around the bandage.

*Single-Use Gloves*

Single-use gloves are to be used to help keep food safe, but never in place of handwashing. Gloves will be disposable and never washed and reused. Multiple sizes will be purchased to accommodate every hand size. Gloves will be changed: 1) As soon as they become soiled or torn; 2) Before beginning a different task; 3) At least every four hours during continual use; and 4) after handling raw meat, seafood, or poultry and before handling ready-to-eat food.

*Personal Cleanliness*

Pathogens that are on hair and skin that are not kept clean can be transferred to food and equipment.

*Work Attire*

Dirty clothes give a bad impression of the cafeteria and kitchen. Cafeteria employees will recognize and act on the need for proper work attire. Hair restraints will be worn while in the kitchen or serving areas. Restraints may be a net or hair may be pulled into a ponytail, while wearing a visor. Clothing will be clean in appearance. Aprons will be worn in prep areas and removed when leaving a prep area. For example, aprons should be removed and stored properly before taking out garbage or using the restroom. Jewelry will be removed from the hands and arms before prepping food, when working around prep areas or when serving food. Cafeteria employees shall not wear rings (except for a plain band), bracelets, or watches during their shift. Earrings will be limited to studs or small hoops during the shift. No dangling earrings, clip-ons or hooks are permitted. Facial jewelry and necklace pendants will be removed during prep and serving times. Finally, shoes must have a back or strap. No open-toed shoes or and shoes revealing toes are permissible during the work shift.

*Eating, Drinking and Tobacco Use*

Do not eat, drink, smoke, or chew gum or any other product when: 1) prepping or serving food; 2) working in prep areas; or food.

*Health Issues*

Food handlers should report any health problems before they come to work. Also, the employee must report to their immediate supervisor any illness developed while working. The following are the steps required by the manager based upon the symptoms reported or observed: 1) If the food-handler has a sore throat with a fever, then restrict the food-handler from working with or around food. Special care will be taken around preschool age children. 2) If the food-handler has a least one of the follow symptoms: vomiting, diarrhea, or Jaundice, then exclude the food-handler from the operation. 3) If the food-handler has been diagnosed with a foodborne illness caused by one of the following pathogens: Salmonella Typhi, Hepatitis A, Norovirus, Shigella spp., Nontyphoidal Salmonella, Shig toxin-producing E. coli (STEC) notify the manager/central office and the local health regulatory authority exclude the food-handler from the operation. The medical practitioner and/or the regulatory authority will work with the District for an acceptable return to work date. Before returning to work, the employee with the symptoms must have been without symptoms for at least 24 hours. Food-handlers with jaundice must have a written release from a medical practitioner before they can return to work.

**MONITOR PROCEDURES**

Monitor reviews will be conducted at least annually prior to February 1 of the school year. Documentation for the reviews will be based upon forms from the School and Community Nutrition website and from the Kentucky Department of Agriculture websites.

**USDA FOOD COMPLAINT**

If any commodity receipt is unacceptable, a food complaint form will be prepared by the Food Service Director and submitted to the Kentucky Department of Agriculture. The Director will obtain all required information from the cafeteria manager and prepare the USDA Foods Complaint Form (Appendix K).

**BUY AMERICAN**

Steps for compliance with Buy American provisions will be as follows:

*Monitoring When Receiving Deliveries:*

1. Review products as they are received to identify any non-domestic products.
2. Review any substituted products to ensure they are domestic. If the country of origin information is not identified on product packaging, contact the vendor to obtain this information.
3. Implement the process (below) for addressing the vendor’s non-compliance if any non-domestic products are received.

*Monitoring All Areas Where Food Products Are Stored:*

1. Review all storage areas to identify any non-domestic products while conducting your monthly physical inventory.
2. Identify any non-domestic products in storage areas.
3. Implement the process (below) for addressing the vendor’s non-compliance if any non-domestic products are newly identified.

*Process to Address Vendor’s Non-Compliance:*

1. If an unapproved non-domestic product is identified during delivery:
   1. If found during delivery reject the product if the need for the product in meal production will allow a delay.
   2. If the product is needed for the weekly menu and we do not have a suitable replacement, receive the product and contact the FS Director or office personnel immediately.
2. If an unapproved non-domestic product is identified during periodic storage review, pull the product from storage and/or indicate that the product should not be used if found while reviewing areas where food products are stored.
3. The FS Director or designated office personnel will notify the vendor that an unapproved non-domestic product was received and that a replacement with a domestic product, per the contract, is required to be provided; or, obtain a Letter of Exception with an explanation of why a non-domestic product was substituted.
4. Document the incidence of the vendor’s non-compliance of the Buy American Provision in the contract.
5. Continued non-compliance without suitable explanation or domestic replacement will result in rejection of all unapproved non-domestic products upon delivery.
6. Utilize the penalty clause in the awarded contract to assess penalties for incidences of noncompliance with the contract provision. (Penalty clause may include fines for multiple violations.)
7. Utilize the Termination clause for termination of the contract for noncompliance of contractual requirements once the SFAs policy requirements for termination have been reached.
8. Consider the vendors non-compliance record when evaluating whether or not they are considered a responsible bidder to receive awards of future procurement solicitations.