

Nutrition Services



2017 - 2018 ADMINISTRATOR'S GUIDE

MISSION STATEMENT

As a partner of education, we will provide outstanding service to our students, staff and community members by offering healthy quality meals with a smile, and contribute to the students overall academic experience.

There are several Superintendent Policies that apply to Nutrition Services operations and activities. Those numbers and titles are:

- *Nutrition Services Operations – Code 3700*
- *Wellness Policy – Code 3720*
- *Authorized Personnel in School Kitchens – Code 3730*

NUTRITION SERVICES DEPARTMENT

Nutrition Services supports student achievement in ensuring access to meals and food during the school day. We strive for a positive dining experience for all students, staff and parents. Nutrition Services oversees the following federal programs: National School Breakfast Program, National School Lunch Program, After School Snack Program, Fresh Fruit & Vegetable Program, Special Milk Program and Summer Food Service Program.

NUTRITION SERVICES KEY CONTACTS

Nutrition Director, Molly Brandt, ext 4192 or cell 720-984-8520

Free & Reduced Coordinator, Jenise Wagner, ext 4195

Wellness Coordinator, TJ Ricciardi, ext 4015

Nutrition Site Supervisors

MAURENE BEAMER	CARRIE LACHERMEIER	CHRIS SJOLIN	REBECCA CALLAHAN	HEATHER LONNBERG
Ext 6230 Cell 303-229-8973	Ext 6078 Cell 303-325-6472	Ext 6061 Cell 303-618-1067	Ext 6279 Cell 303-880-3490	Ext 4194 Cell 303-579-1051
Cotton Creek Leroy Drive Meridian Rocky Mountain Studio School Thornton Elem	Eagleview Federal Heights Prairie Hills Skyview Tarver	Centennial Coyote Ridge Malley Drive Mountain View Stellar Stukey	Coronado Hills Glacier Peak Hillcrest McElwain North Mor Silver Creek Woodglen	Arapahoe Ridge Cherry Drive Hunters Glen North Star Riverdale Westview
Hulstrom K-8 Thornton Middle	Anthem K-8 STEM Launch K-8 Rocky Top Middle	Shadow Ridge Middle Westlake Middle	STEM Lab K-8 Northglenn Middle	Century Middle Silver Hills Middle
	Legacy High	Horizon High	Northglenn High	Mt. Range High

AUTHORIZED PERSONNEL

Kitchen access is to be limited to authorized personnel per the Superintendent Policy #3730. Annually each school needs to complete the Nutrition Services Authorized Personnel in School Training and Kitchen Key Verification Form. Schools will receive communication from Nutrition Services in late August of each year on how and when to complete the training and verification form.

MEALS, MENUS AND A LA CARTE

Our dietitians have developed menus that meet federal guidelines and are well-liked by our students. Menus are accessible online at www.adams12.nutrislice.com. A free menu app is also available to download by searching for "School Lunch by Nutrislice" in the app store. A "school meal" allows students to choose from the following: milk, fruit, vegetable, protein and grain to make a complete meal.

We also offer a variety of a la carte snack selections to all grades levels. All items sold meet Colorado Smart Snacks in Schools nutritional standards. Parents have the ability to review a la carte options, set limits on their child's account by contacting the school's kitchen.

ADULT MEALS

School staff and parents are welcome and encouraged to eat with us. Adults must either have money in their account or pay for their meal with cash.

SACK LUNCHES

Nutrition Services can provide sack lunches for field trips if parents or teachers request them. In order to receive lunches, the Sack Lunch Menu Order forms need to be submitted to your Kitchen Manager 3 weeks prior to field trip date. Order process and forms may be obtained from your Kitchen Manager. Sack lunches will be placed in insulated bags with ice sheets to assist in maintaining proper temperatures. It is the responsibility of the teacher on the field trip to ensure that the temperatures of the meals are maintained, meals are served within 4 hours of pick-up, extra food is discarded after the meal, and the insulated bag and ice sheets are returned.

2017-2018 MEAL PRICES

Breakfast	Daily	Weekly
*Elementary School Paid	\$1.75	\$8.75
*Middle School Paid	\$1.75	\$8.75
*High School Paid	\$1.95	\$9.75
Free/ Reduced (All Grade Levels)	No Charge	No Charge
Adult	\$2.65	\$13.25
Lunch	Daily	Weekly
*Elementary School Paid	\$2.60	\$13.00
*Middle School Paid	\$2.85	\$14.25
*High School Paid	\$3.00	\$15.00
Reduced (K-5)	No Charge	No Charge
*Reduced (6-12)	\$.40	\$2.00
Free (All Grades)	No Charge	No Charge
Milk	\$.60	\$3.00
Adult	\$3.75	\$18.75
*Prices do not apply to Universal Free schools		

MEAL AND SNACK PAYMENTS

To speed up meal service, students are encouraged to pre-pay for meals and ala carte. The value of the prepayment is deposited into a student's meal account similar to a bank account, against which meals and/or ala carte purchases are withdrawn. Pre-payments can be made via cash/check at the school kitchen or online at www.payforit.net. Payments online will post to the student account within 48 hours. We encourage parents to utilize the auto-replenishment feature on www.payforit.net so students have funds available for meals or snacks selected.

MEAL CHARGE STANDARD OF PRACTICE

United States Department of Agriculture (USDA) Food and Nutrition Services (FNS) has determined children and their families must be informed about how children who pay full-price (paid rate) or reduced-price for a reimbursable meal are impacted by having insufficient funds on hand or in their account to purchase a meal. There is no Federal regulation that require school districts to serve meals to a child who does not have sufficient funds to purchase one; however, Five Star Schools Nutrition Services has developed a practice to address this issue. Meal charge privileges are at the discretion of Nutrition Services and evaluated on an annual basis.

The following practices are to be utilized when handling unpaid meal account balances, the collections of delinquent meal payments and uncollectible delinquent debt or bad debt. This standard of practice is provided in writing to all households at the start of each school year and to households transferring to the school district during the school year by way of student handbooks/packets, the enrollment process and district website. All school and district-level staff members responsible for enforcement will receive a written copy of this meal charge.

Definitions

- Reimbursable Meal – Meals that are eligible for Federal Reimbursement.
- Charged Meal – Any reimbursable meal purchased that takes the account balance below \$0.00.
- Complimentary Meal - A complimentary meal is offered at no cost when a student has reached the charge limit for their grade level. A complimentary meal is a reimbursable meal.
- A la Carte – Single items offered in addition to or separate from the reimbursable meal such as: bottled beverages, milk, extra entrees, snack items, etc.
- NSFSA – Nonprofit School Food Service Account.

UNPAID MEAL ACCOUNTS

Allowable Charges

Charged meals are directly applied to the student's meal account within the point of sale system. Students are not allowed to charge la carte items, however they may purchase these items with cash in hand.

- Grades K-5: Charged meals are allowed up to a negative \$8.00 balance.
- Grades 6-8: Charged meals are allowed up to a negative \$6.00 balance.
- Grades 9-12: Charged meals are allowed up to a negative \$3.00 balance.

Complimentary Meals

Complimentary meals are recorded in the student's meal account for grades K-8 within the point of sale system. If a complimentary meal is served, the household is notified. Parent/guardians are provided with the

amount due and payment options, as well as meal benefit applications, if needed. Complimentary meals are not offered to grades 9-12.

PREVENTION OF UNPAID MEAL ACCOUNTS

Account Management and Payment Options

Prepayment is encouraged via cash, check, or online at payforit.net. At Payforit, parents may set low balance auto notification and auto refill payments. Parents can also contact school kitchens directly to discuss account balances. As account balances decline, verbal reminders may be given.

Meal Benefits

Households are encouraged to complete a meal benefit application annually. Applications are available online, in the school kitchen and from the Nutrition Services office located at 1500 E128th Ave, Thornton, CO 80241.

Communication

School Messenger automatic calls and emails to families may be sent for students with negative balances until the account is brought current. Families can have this turned off by contacting Nutrition Services. If patterns develop with students who consistently do not have money for meals, the Kitchen Manager may discuss this with the Principal, Counselor, student or family to determine the best solution for the student.

COLLECTIONS OF UNPAID MEAL ACCOUNTS

Delinquent Debt

As defined by USDA, delinquent debt includes unpaid meal charges that are considered collectable, and efforts are being made to collect them. Delinquent debt, or a negative balance, remains on the accounting documents (accounts receivable) until it is either collected or is determined to be uncollectable and written off. Nutrition Services considers student accounts with negative balances to be in delinquent status. During the time a student has a negative balance or delinquent debt, full or partial payments may be collected at any time online or with cash or check to bring the account current.

Bad Debt

Delinquent debts which have been determined to be uncollectable will be reclassified as "bad debt". Nutrition Services considers student accounts with uncollectible delinquent balances to be "bad debt" when collection efforts have been unsuccessful after a student leaves the district or graduates. Repayment of "bad debt" is an unallowable expense for the NSFSA per [USDA memorandum SP 47-2016](#); therefore, payment for this bad debt balance must come from other sources such as:

- Other non-federal sources
- The district's general fund
- Donations
- Special funding from state or local governments

Donations

Nutrition Services recognizes that there may be occasions where community members or outside agencies not associated with the National School Breakfast or Lunch Program may want to make a donation with the purposes of funding meals for students who have exceeded the maximum charge limit. Regardless of their source, donations will be accepted and applied to district bad debt on an annual basis.

ALLERGEN, CARBOHYDRATE COUNT AND SPECIAL DIETARY NEEDS

Allergen information and a carbohydrate count for every menu item that we serve can be found on our online menu system, Nutrislice at <http://adams12.nutrislice.com>.

Nutrition Services does make meal accommodations for students with dietary disabilities or other medical needs when a signed Medical Statement is received. Our Registered Dietitian oversees these medical statements and works with the family and at times the 504 team at the school to ensure a cohesive approach. Additional information and the required Medical Statement are available on our website at: <http://www.adams12.org/departments/nutrition/special-dietary-needs>

PEANUT CAUTIOUS

Elementary and middle schools (K-8), in Adams 12 Five Star Schools are considered peanut cautious. "Peanut cautious" means that there will be no peanut or tree nut containing menu items served in those schools. It does not mean that we are "peanut or tree nut free". Nutrition Services does not guarantee that all of our menu items for K-8 were produced in a facility that is 100% peanut and tree nut free. Some items may be processed in a plant that processes peanuts or tree nuts.

WELLNESS POLICY – Code 3720

Adams 12 strives to create the healthiest possible environment at school through the Whole School, Whole Community, Whole Child Model. For more information refer to District Policy 3720 and visit <http://www.adams12.org/programs/health-wellness>.

FOODS SOLD IN SCHOOLS / FOOD-BASED FUNDRAISERS

As part of the USDA "Smart Snack Rule", Food Fundraisers during the school day on the school campus that do not meet the nutrition standards need to be submitted for approval/exemption. Each school site is eligible for 3 exemptions per year. For more information on how to submit a fundraiser for approval/exemption please contact the Wellness Coordinator at x4015.

Note: Food manufacturers provide specially formulated products to meet the Smart Snack Guidelines. The products sold to schools are not always the same products you would purchase in the retail stores.

FREE AND REDUCED PRICED MEALS

Through the National School Lunch Program, free and reduced priced meals are provided to those students who meet eligibility guidelines. Households must reapply each year. Students will keep the same paid, free or reduced price meal status as the previous year for the first 30 days of meal service of the new school year or until a new current application is submitted and processed.

Applications are available to all students online in English and Spanish. Please encourage families to apply at www.myschoolapps.com. Applying online provides the quickest processing time. In addition, paper applications are available in the school cafeteria.

For schools that are not on the National School Lunch Program parents will need to fill out a Family Economic Data Survey in order to see if they qualify for meal benefits. These students are not eligible for the first 30 days of temporary status. These schools are: Thornton High School, Prospect Ridge and Stargate. Please contact these schools for more details regarding their lunch programs.

Completion of an application does not automatically qualify a student for the free and reduced price meal program. Once the Nutrition Services office receives an application, eligibility determination can take up to ten business days to complete. Although we strive to process applications quickly, parents should send students with a home lunch or pay full price for meals until the application is approved. In addition, approval of an application is not retroactive to meals already served.

Local school officials (principals) may complete an application for a student if the household fails to apply. A principal completes an application on behalf of the student based on the best known household size and income. The source of the information must be noted on the application and signed by the school official submitting the application. This option is intended for limited use in individual situations and must not be used to make eligibility determinations for categories of groups or students. If the nutrition staff believes there is a child in need, they will notify the principal regarding the situation and of this process.

DISCLOSURE OF ELIGIBILITY INFORMATION

Overt identification is any action that may result in a child being recognized as potentially eligible to receive meal benefits. We must assure that a child's eligibility status is not disclosed to persons not directly connected with the administration or enforcement of education programs. Annually a Disclosure Agreement must be signed by the principal and sent into Nutrition Services by September 29th. If specific data is needed, please contact the district's Free and Reduced Coordinator for a determination of disclosure.

DISCLOSURE AGREEMENT

Release of Confidential Free and Reduced-Price Information between local Education Agencies and State Education Programs

School Year 2017-2018

As allowed by CFR § 245.6(f)(2), the Child Nutrition Program administrator for Adams 12 Five Star Schools, may disclose, without consent, children’s names and eligibility status for free or reduced-price meals to persons directly connected with the administration or enforcement of state education programs are administered by a state agency or local education agency. This disclosure is for the 2017-2018 school year, and is limited as noted below.

The principal _____ (name) by receiving this data agrees that:

The Free and Reduced Price Meal Eligibility Information may only be used to accomplish the result of improvement of student achievement.

The information will be protected from unauthorized use and further disclosures as follows:

The recipient/agency will receive the data extract through a secure FTP site or a password protected zip file and will not share this information with any other person or agency.

Further disclosure or unauthorized use is punishable by a fine of not more than \$1000 or imprisonment of not more than one year, or both, 17 U.S.C. § 1758(b)(6).

This agreement will expire on June 30, 2018, and is understood and accepted by both parties. We, the below signed, understand and agree to abide by all the above statements.

Signature: _____ Date: _____
(Free and Reduced Coordinator)

Signature: _____ Date: _____
(Principal)

School: _____