

FOOD SERVICE MANAGEMENT PROCEDURES

GENERAL

The School principal and cafeteria manager shall be responsible for the operation of the school breakfast and lunch program, per the National School Lunch and Breakfast Program Application and Specifications that are filed annually with the Virginia Department of Education, and standards or requirements set by the State Department of Health.

The Director of Finance and the Director of School Nutrition shall be responsible for the fiscal management of the school breakfast and lunch programs. This includes financial reporting, transaction recording, procurement, vendor payment, free and reduced price lunch and breakfast application approval and maintenance, payroll, and other related activities.

The National School Breakfast and Lunch Program application that is annually submitted to the Virginia Department of Education, shall be prepared by the Director of School Nutrition. The Director of School Nutrition shall also have responsibility for overseeing program operations of school cafeterias.

School cafeteria financial accounts will be audited annually by an independent certified public accountant employed by the School Board as part of the regular School Board audit.

School cafeteria financial accounts shall follow the same financial procedures as other departments of the School Board.

Cafeteria managers shall participate in training and information meetings, conducted by the Staunton City Public Schools, relevant to the food services and management program.

SCHOOL MEAL FEES AND MEAL ACCOUNT BALANCES

The School Nutrition Program is self-supporting and relies on revenue generated from meals that are served.

A. Meal Prices

School meal prices are approved by the School Board annually as a part of the Fee Schedule for the school year. Meal prices are established by formulas provided by the National School Lunch and Breakfast Program and are in full compliance with all pricing guidelines.

B. Meal Accounts

All students are provided with a meal account. It is the expectation that meal purchases are paid for at the time of the purchase or through advance payment via the meal account. Advanced payments to the meal account may be made by sending payments to the school cafeteria for credit to the meal account or online through the web-based payment system (a per-transaction fee is charged by the vendor). Parents may track daily participation and account balances online through the web-based payment system.

C. Insufficient Funds / Negative Balances

When the meal account does not have enough funds to cover the meal fee, on a very limited basis the meal may be charged, thus creating a negative balance. A meal charge is considered a short-term loan allowing a student to eat when the student has forgotten or lost the meal money for that day.

Cafeteria Managers, through the use of the computerized school nutrition accounting system, will allow and record minimum charges, collect monies for payment of charges, and issue charge notices as deemed necessary. Parents will be notified weekly through an automated phone system when their student's account is in a negative status or registering a low balance, and at other times deemed necessary. Parents are expected to pay meal charges in a timely manner. All non-paid accounts will be turned over to the City Treasurer's office for collection.

D. If a hardship has occurred, parents should immediately submit a new household application for free/reduced price meals. Please note that parents are expected to pay all charges which were accrued to a student's account prior to being approved for free and reduced price meals.

E. High School Seniors

Negative Balance -- Any senior with an outstanding negative account balance will not be able to participate in graduation-related activities, including the graduation ceremony.

Positive Balance -- Notices will be sent to parents of graduating seniors who have a positive balance, advising them how to request a refund of the remaining funds. Any balances remaining on accounts of graduating seniors after June 30 will be transferred into a hardship fund to be used on a case by case basis by the Director of School Nutrition to offset meal charges.

F. Staff Meal Accounts

Staff members will be provided with a meal account for prepayment of meal fees. No meal charges will be permitted on staff meal accounts.

Adopted: OCTOBER 1996
Revised: FEBRUARY 2009
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