CARBON CAREER & TECHNICAL INSTITUTE

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: November 18, 2004

REVISED: October 19, 2006, April 19, 2018, October 15, 2026

	808. FOOD SERVICES
1. Purpose	**Purpose** The Joint Operating Committee recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Joint Operating Committee directs that students shall be provided with adequate space and time to eat meals during the school day.
2. Authority SC 504, 1335, 1337, 1850.1	**Authority** The Joint Operating Committee shall provide food service that meets the nutritional standards required by state and federal school breakfast and lunch programs.
SC 504, 1337	The Joint Operating Committee shall have the authority to establish, equip, maintain and operate a cafeteria in the school. In addition, it shall have the power to appoint employees as necessary, and shall set and pay their salaries. The Joint Operating Committee shall authorize such employees to purchase perishable food supplies for cafeteria use without advertising for bids.
SC 504	A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Joint Operating Committee for its approval.
SC 504	Food sold by the school may be purchased by students and employees but only for consumption on school premises and at the greatest price charged a student plus an amount representing the portion of the cost paid from local, state and federal assistance.
3. Delegation of Responsibility	**Delegation of Responsibility** The Culinary Arts Instructor shall be responsible for daily planning, as well as for the dietary and nutritional requirements of the cafeteria. The building principal shall exercise supervisory authority, and the Business Administrator shall be responsible for proper financial practices and reports.
SC 504, 1337	The cafeteria shall be operated on a nonprofit basis.
35 P.S. Sec. 655.6	The Administrative Director or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring

7 CFR 246.24 Pol. 246	employee participation in appropriate inspection services and training programs. To reinforce the school's nutrition education program, foods served in the school cafeteria shall: 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet nutritional standards specified in laws and regulations. 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. 4. Be served in age-appropriate quantities, at reasonable prices.
4. Guidelines	**Guidelines** Cafeteria facilities shall be adequate for provision of noonday lunch for all students and staff. Balanced, hot meals will be available to all students under the Federal School Lunch Program. The cost of maintaining and operating the cafeteria may be charged against the funds of the Committee. Food served in the cafeteria shall be sold to students at such price as will not materially exceed the cost of operation. No food or drink shall be sold to students except by food services from the beginning of the school day until the last lunch period. Fundraising involving food items shall be conducted in a fashion that does not conflict with school food services. **In the event that CCTI requires students to pay for meals:** The price of lunches served shall be established by the Joint Operating Committee. **Meal Charging Policy** 1. Regardless of whether the student has money, a student who requests a school meal will be provided the meal available to all students under the school lunch program (not a la carte items). 2. When a student owes money for five or more school meals, the school must make at least two attempts to reach the student's parent or guardian and have the parent or guardian apply for participation in the school food program. 3. Communications regarding money owed by a student for school meals must be made to the student's parent or guardian and not to the student.

	4. A student who cannot pay for a school meal or who owes money for school meals may not be publicly identified or stigmatized. 5. A student who cannot pay for a school meal may not be required to perform chores or other work to pay for the school meal. 6. A student may not be required to discard a school meal after it was served to the student due to the student's inability to pay for the meal or the amount of money owed by the student for prior school meals.
7 CFR 245.1 - 245.13	Any enrolled student who comes from a family with an income at or below the income poverty level as defined by federal regulations shall be served a lunch either free or at a reduced price, as determined annually by the Joint Operating Committee. In order to qualify for a free or reduced priced lunch, the student shall be required to meet the policy guidelines as approved by the Board of School Directors of his/her place of residence. Safeguards shall be established so that the identity of students receiving free or reduced price lunches shall not be disclosed to the student body. A separate Cafeteria Fund shall be established, and all payments from said fund shall be initiated by the Quality Foods/Culinary Arts Instructor and approved by the Business Administrator. Cafeteria checks shall be signed by the Administrative Director and the Business Administrator. The Business Administrator shall prepare and present monthly financial reports of the Cafeteria Fund to the Joint Operating Committee. The Cafeteria Fund shall be subject to examination by the school auditors in like manner as other accounts of the school. The Business Administrator shall annually prepare a proposed budget for the cafeteria. This budget shall be developed in conjunction with the development of the general fund budget.
SC 504	Any surplus funds derived from the operation of the cafeteria shall be used only for the improvement or maintenance of the cafeteria and may not be used for any other purposes. All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the Cafeteria Fund, a special bank account, in the same manner as other school funds. Such funds shall be expended in the manner approved and directed by the Joint Operating Committee, but no amount shall be transferred from the Cafeteria Fund to any other account or fund, except that Joint Operating Committee advances to the food service program may be returned to the school's general fund from any surplus resulting from its operation.

	References: School Code – 24 P.S. 504, 1335, 1337, 1850.1 Purdon's Statute – 35 P.S. Sec. 655.6 Child Nutrition and WIC Reauthorization Act of 2004 – P.L. 108-265 Title 42, United States Code – 42 U.S.C. Sec. 1751-1769, 1773 Title 7, Code of Federal Regulations – 7 CFR 210.1-210.31, 220.1-220.21, 245.1-245.13, 246.24 Joint Operating Committee Policy – 246