

FOOD SERVICES

FILE: EF

TITLE: General Food and Nutrition Service Requirements

POLICY:

- (1) The Food and Nutrition Service ("FNS") program shall operate according to the requirements set forth in the School Board of Orange County, Florida ("Board") Policies, Florida Statutes, Florida Administrative Code, Florida Department of Agriculture and Consumer Services Rules, and applicable federal statutes and regulations.
- (2) The school lunch program shall be an integral part of the district's educational program, offering nutritional and educational opportunities for students.
- (3) Each school shall adhere to Board policy IHAM, Local School Wellness, for competitive sales of food and beverage items during the unrestricted portion of the school day to students to the extent permitted by the Florida Administrative Code. In accordance with such rules, no sales of food or beverage items shall be made to students at any location on the school campus until thirty (30) minutes after the last designated meal service period. Food used for sale during the school day shall adhere to the United States Department of Agriculture ("USDA") Smart Snacks in School Standards and the Florida Administrative Code.
- (4) The FNS program for Orange County Public Schools ("OCPS") has implemented a breakfast program in all schools. The breakfast meals will be available to all students in elementary, middle and high schools. The Board participates in the National School Breakfast Program and offers paid, free, and reduced-price breakfast meals in accordance with USDA Guidelines.
- (5) The FNS program will implement USDA programs that will benefit OCPS students and their parents, such as the Community Eligibility Program (CEP) and Provision 2 (P2) programs. These programs ease access to the meals programs and increase efficiency.

SPECIFIC AUTHORITY:

Sections 595.405; 595; 1001.42, Florida Statutes

Rule 5P-1.003, Florida Administrative Code

TITLE: Responsibilities of the District Food Service and Nutrition Services

POLICY:

The School Board of Orange County, Florida ("Board") Food Service and Nutrition Services ("FNS") shall be responsible for providing supervision and coordination to ensure that the school-based FNS program of the Board is operated in accordance with Board Policies, Florida Statutes, Florida Administrative Code, Florida Department of Agriculture and Consumer Services Rules, and applicable federal law and regulations. This responsibility shall include, but not be limited to, the following:

- (1) Develop the food service part of the annual district budget and operate the program as a nonprofit enterprise within the district. The program will have a three month fund balance for cash flow that it does not borrow from the Board. The fund balance will be

used for:

- (a) Cash flow, so the FNS do not need to borrow from the General Fund in advance of United States Department of Agriculture (“USDA”) reimbursement;
 - (b) Capital and program investment back into physical improvements allowed by the USDA; and
 - (c) A reserve in the event there is a loss in a given year.
- (2) Establishing meal prices annually based on food and program costs, USDA Reimbursement, and Paid Lunch Equity Rules. Communication of meal prices will be published on the Board’s FNS webpage and will be communicated to parents at applicable schools;
 - (3) Supervise the implementation of the centralized food service accounting system and audit the process for accurate documentation of payment and reimbursement;
 - (4) Develop and implement an ongoing system of in-service training for all food service employees of the Board;
 - (5) Develop specifications for food service equipment as well as food and non-food supplies for the school-based FNS program;
 - (6) Identify and process the need for maintenance and repair of equipment in the school-based FNS program;
 - (7) Purchase new equipment in existing facilities following USDA guidelines for capital purchases;
 - (8) Prepare the facility plans and prototypes for the kitchen and serving areas for new construction and renovations to Board facilities;
 - (9) Periodically inspect all food preparation and serving areas to ensure that all health and sanitation standards are being met;
 - (10) Manage the selection of classified and management personnel for employment in the FNS program in accordance to Board procedures and recommendation to the Superintendent; and
 - (11) Administer the USDA Donated Foods Program, including acquisition, warehousing and storage, and allocation and distribution to schools.

SPECIFIC AUTHORITY:

Sections 595.405; 1001.42; 1012.23, Florida Statutes

Rules 5P-1.001; 5P-1.003, Florida Administrative Code

TITLE: Responsibilities of the Principal for Food Service Program

POLICY:

It is the duty and responsibility of Orange County Public Schools (“OCPS”) principals to ensure that the school-based Food and Nutrition Services (“FNS”) program in their designated school is operated in conformance with School Board of Orange County, Florida (“Board”) policy IHAM, Local School Wellness, and all applicable laws, regulations and rules. The responsibilities of the principal or designee shall be as follows:

- (1) Ensure the dining room is conducive to eating in a safe, orderly, and pleasant environment;
- (2) Schedule lunch periods to maximize student participation. All student should have at minimum ten (10) minutes to eat after being served and seated;
- (3) Work with the school-based FNS manager to ensure a breakfast meal is available if a student arrives late to school;
- (4) Support school-based OCPS staff in identifying and encouraging students who are entitled to free or reduced price meals as provided by Board policy EFC, Free and Reduced Price Food Service;
- (5) Advise the school-based FNS manager of all activities involving school food service participation and of any change of schedule;
- (6) Advise the school-based FNS manager at least two weeks in advance when a group or class will be absent from the meal program or if meals are needed for field trips; and
- (7) Promote opportunities for using the school food service area as a laboratory for teaching nutrition, health and social development and for correlating the program with other areas of instruction.

SPECIFIC AUTHORITY:

Sections 595.405; 1001.42; 1001.54; 1012.28, Florida Statutes

Rules 5P-1.001; 5P-1.003; 5P-1.004, Florida Administrative Code

TITLE: School Food Service Procedures Manual

POLICY:

At the direction of the Superintendent, a School Food Service Procedures Manual containing detailed procedural guidance for operation of the Food and Nutrition Service (“FNS”) program shall be developed and disseminated. FNS employees, the principal, and any other staff member designated by the principal, shall be expected to become familiar with and abide by all applicable provisions of the manual.

SPECIFIC AUTHORITY:

Sections 1001.42; 1001.51, Florida Statutes

Rules 5P-1.001; 5P-1.003, Florida Administrative Code

TITLE: United States Department of Agriculture Donated Foods

POLICY:

The Director of School Food and Nutrition Services (“FNS”) for the School Board of Orange County, Florida (“Board”) shall be responsible for the distribution of commodities to the schools. The following procedures shall be followed in the distribution and use of commodities:

- (1) The donated food shall be used in quantities as may be practical;
- (2) Records and receipts of the arrival and distribution of commodities shall be maintained by the Director of School Food Service. A single inventory system will document all commodity distribution to comply with United States Department of Agriculture (“USDA”) requirements;
- (3) Donated food shall not be sold, exchanged for any purpose or used in any manner in violation of federal regulations; and
- (4) The FNS program will monitor and audit school-based food service manager’s use of donated foods in such a manner as to avoid more than one month supply carryover from year-to-year.

SPECIFIC AUTHORITY:

Sections 595.405; 1001.42; 1012.23, Florida Statutes

Rules 5P-1.001; 5P-1.003, Florida Administrative Code

ADOPTED: 10/12/93

REVISED: 11/07/17