



BELLVILLE INDEPENDENT SCHOOL DISTRICT

518 S. Mathews St. | Bellville, TX | 77418 | www.bellvilleisd.org

Child Nutrition Services Procedures Manual 2021-2022

Child Nutrition Procedures Manual

Bellville Independent School District Child Nutrition Services is a professional department who provides meals to students and staff at all five Bellville ISD campuses. Procedures have been developed to standardize district operations. Child Nutrition Services is expected to generate adequate funding to pay for all costs related to running the Child Nutrition Department. All Bellville ISD campuses participate in the National School Lunch and Breakfast Program (NSLBP). Child Nutrition Services has a Child Nutrition Director and Child Nutrition Assistant to the Director who works out of the Central Office. Each campus has a Cafeteria Manager and Assistant Manager who is responsible for managing the daily operations of purchasing, preparing and serving meals and food to students and staff.

The purpose of this manual is to provide students, parents, and employees of the district with a general understanding of the basic operations of the Child Nutrition Services Department. Questions or clarification regarding these policies and procedures should be directed to the Child Nutrition Office at 979-865-7017.

Child Nutrition Mission Statement and Goals

“Nourish the body, Nourish the mind with Good Nutrition”

Goals:

- To provide high quality nutritious meals to every student that fosters a high level of health, well being and readiness to learn.
- Provide excellence in food quality and service.
- Provide nutrition education opportunities to children.

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Table of Contents

BELLVILLE ISD CHILD NUTRITION SERVICES.....	5
CHILD NUTRITION SERVICE POLICIES AND REGULATIONS.....	5
TRADITIONAL FOOD-BASED PLANNING.....	6
OFFER VS. SERVE PROGRAM.....	6
NSLBP APPLICATION POLICY.....	6
ESTABLISHING MEAL ELIGIBILITY.....	7
MEAL APPLICATION PROCESS.....	7
MAINTENANCE OF MEAL APPLICATIONS.....	8
DIRECT CERTIFICATION.....	8
VERIFICATION.....	8
FOOD SERVICE RECORDS AND REPORTS POLICY.....	9
MEAL PRICING.....	10
STAFF MEAL PRICING.....	10
A LA CARTE PRICING.....	11
CHARGING POLICY.....	11
NSF CHECKS.....	11
UNPAID DEBT.....	11
REFUNDS.....	11
PAYMENT OF MEAL.....	12
MENUS & NUTRITION.....	13
SCHOOL BREAKFAST AND LUNCH PROGRAM REQUIREMENTS.....	13
FOOD FROM HOME.....	15
CLASS PARTIES.....	15
COMPETITIVE FOOD SALES.....	15
FOOD SERVICE SANITATION PROGRAM.....	16
KITCHEN USAGE.....	16
USDA NONDISCRIMINATION STATEMENT.....	16
A LA CARTE LIMIT REQUEST FORM.....	17
MEAL CHARGE POLICY.....	18
LUNCH ACCOUNT REFUND REQUEST FORM.....	19

BISD CHILD NUTRITION SERVICES

Child Nutrition Services of Bellville ISD is committed to ensuring that each student is offered a quality, nutritionally balanced meal. Bellville ISD understands nutrition is critical to the academic achievement and disposition of its students and, in conjunction with Child Nutrition Services, strives to meet those needs. All Bellville ISD schools participate in the National School Lunch/Breakfast Program offering students meals that follow the USDA Dietary Guidelines.

Child Nutrition Services Policies and Regulations

As required for participation in the National School Lunch Program:

- School meals are made available all to students.
- Free and reduced-priced meals are provided to students who qualify under federal guidelines.

BISD Child Nutrition Services will comply with the following:

- Any student, staff member or adult visitor may eat in a school cafeteria; visitors must register at the school office prior to eating in the cafeteria.
- Students may bring a sack lunch and also purchase milk, juice or additional snacks
- Meal prices for students and adults will be recommended by the Child Nutrition Department for approval by the Board of Trustees.
- Meal prices are posted at each campus, on menus and on the district's website.
- Under federal law, a school that operates on a commodity program is prohibited from serving free meals to adults or employees of the district. All meals for adults must be paid for when served.
- All Child Nutrition staff members will obtain food handlers certification and training and complete annual training required by USDA to maintain professional standards.

Traditional Food-Based Planning

Bellville ISD Schools follow Traditional Food-Based Menu Planning. The meals must include specific food groups/ components in specific amounts for specific age/ grade groups. Menus served must meet the nutrient standards as well as the meal pattern requirements.

Offer vs. Serve Program

Bellville ISD participates in the Offer vs. Serve Program. This Program is a serving method designed to reduce food waste and food cost in the school lunch program without jeopardizing the nutritional integrity of the lunch served. It allows students to choose what they would like to eat. The meals are broken down into components and the students are required to take a minimum of three components to have the meal qualify as a reimbursable meal. For breakfast, one component must be a half cup fruit or juice. For lunch, one component must be a half cup vegetable or fruit.

NSLBP Application Policy

A program of free and reduced-price meals shall be established through Board approval and participation in the National School Lunch/Breakfast Program to provide meals for students who qualify. All parents will be informed of the program by letter in the student's take home packet at the beginning of the year and also on the Bellville ISD website. Applications shall be reviewed and maintained by the Child Nutrition Department.

The income poverty guidelines released on approximately July 1 of each year must be used for ensuing fiscal year. Each State agency has special responsibilities for informing schools and services institutions of their obligation to provide free or reduced-price lunches and breakfast to students who qualify. The district will serve meals free or at a reduced price to any student who is a member of a family that has an annual income not above the applicable income level for a student's family size. The adopted income guidelines must meet the income poverty guidelines prescribed by the Federal Office of Management and Budget. The annual adjustments are required by section 9 of the National School Lunch Act.

Establishing Meal Eligibility

Income eligibility guidelines are included on the directions sheet included with the “Letter to Parents.” This letter will be in the child’s take home packet at the beginning of the year and also on the Bellville ISD website.

Meal Application Process

For more information and to access the online meal applications, please visit the Child Nutrition section of the Bellville ISD website or access it on the district’s [School Cafe](#) website. Paper applications are available in English and Spanish at the main office of each campus and the Child Nutrition Office in the administration building, and available upon request.

All completed applications will be processed within 10 days of receipt of application. For a child to be eligible for free or reduced price benefits, the household must submit a complete application and be either categorically eligible or have a total household income at or below the amount on the eligibility income chart. A letter of eligibility will be mailed as soon as the process is complete. All incomplete applications will be retired for further or missing information and processed when complete. A new application must be completed every school year.

The Richard B. Russell National School Lunch Act requires the information request in order to verify your children’s eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or the other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservation (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Maintenance of Meal Applications

Maintenance of free and reduced price meals applications is as follows:

- All applications will be kept on file by the Child Nutrition Department.
- All information that is provided is treated confidentially and will be safeguarded and available only to responsible Child Nutrition personnel.
- Eligibility is for the current school year + 30 days of the following school year, unless a new application is filed.
- If no application is filed within the first 30 days of the school year, eligibility status will default to “paid” until a new application is filed and eligibility is determined.
- A new application is not required if income changes after the initial submission of application for current school year.
- Records will be kept for a period of five years.

Direct Certification

Direct Certification is a process conducted by the State and by local education agencies (LEAs) to certify eligible children for free meals without the need for household applications.

- The matching process for former students will be conducted after August 1st.
- All new students will be included in the district-wide matching process within the first 30 days of the current year.
- Notification of eligibility letter will be mailed within 10 days of determination.
- Students qualifying under direct certification must be placed in the program within 3 calendar days of receiving matching results.
- School Food Authority (SFA) approval date is the day the SFA runs a Direct Certification match and receives confirmation of eligibility.

Verification

A set percent of applications are randomly selected and verified for eligibility of free and reduced price meals in November of each year.

- Direct Certification and denied applications are exempt from the verification process.
- Verification process will be initiated by October 1st and must be completed by November 15th.

- Households selected will be advised of the requirement to provide verification of eligibility information and proof of income with the application for continued eligibility.
- Failure to respond to verification request will result in eligibility status changed to "paid"
- The household will receive notice of adverse action 10 days prior to lunch status change.
- Verification results will be submitted to TDA electronically by February 1st.

Food Services Records and Reports Policy

The Texas Department Of Agriculture (TDA) prescribes for keeping food services records and making reports. The accounts and records shall be available at all times for inspection and audit by authorized officials and shall be administered according to appropriate State and Federal provision and the regulation made by the State Board. TDA conducts audits, inspection, and administrative reviews of accounts, records and operations.

Meal Prices

	Breakfast	Lunch
Elementary Schools	\$0.00	\$0.00
Intermediate School	\$0.00	\$0.00
Junior High School	\$0.00	\$0.00
High School	\$0.00	\$0.00
Staff	\$1.95	\$4.25
Visitors	\$3.50	\$4.75
Reduced Price Meals	\$0.00	\$0.00
2nd Meal Price - Elementary Schools	\$1.95	\$3.05
2nd Meal Price- Junior High & High Schools	\$1.95	\$3.25

**For the 2021-2022 school year, the USDA and TDA has issued guidance that Bellville ISD will be allowed to operate the summer meal program in light of the economic impact of COVID-19 that will enable enrolled students to be eligible for ONE free breakfast and ONE free lunch daily.*

Staff Meal Pricing

Staff meal pricing is based on cost and production of the food served. Adult & staff pricing is not eligible for State or Federal reimbursement, therefore must be charged at full price. Child Nutrition Pricing for adults is based on United States Department of Agriculture rules called paid lunch equity. Paid lunch equity requires adult meals to be priced higher than the Federal Reimbursement rate for free meals plus the value of the commodity donation given to school for providing reimbursable meals.

A La Carte Pricing

In addition to school meals that are a set price, campuses also offer food choices that are a la carte, meaning they are priced individually. A parent of a student in any grade may request limits on what their student may purchase. Request forms are available on the Bellville ISD website and at all school cafeterias. Forms can be turned in to the school cafeteria manager or sent to awerner@bellvillebrahmas.org.

Charging Policy

Students eligible for free meals are not permitted to charge any items. Students paying full price may charge up to three days worth of meals (3 breakfasts and 3 lunches). A la carte times may not be charged.

Once a student has charged the maximum allowed amount, the student will be provided milk, toast, and fruit for breakfast or milk, a cheese sandwich, and fruit for lunch, until charges are paid.

NSF Checks

Any fees incurred due to non-sufficient checks returned to the district will be added to the amount of the NSF check for collections. The Child Nutrition Services Department will be responsible for collecting any outstanding balance to the individual student account.

Unpaid Debt

The district reserves the right to withhold a student's diploma for any outstanding debt to Child Nutrition Services. Diplomas will be released once all obligations are paid.

Refunds

The unused portion of pre-paid meals may be refunded upon request. A refund request form will be made available at all campuses or can be found on the Bellville ISD website. Forms can be returned to the school or sent via email to awerner@bellvillebrahmas.org. Checks will be issued from the Business office generally within 10 days of receipt of a refund request.

Payment of Meals

Meals can be paid for at the campus by check or cash. Meals may also be paid for online through School Cafe. [School Cafe](#) offers parents a convenient, safe way to pay for meals online.

**For the 2021-2022 school year, the USDA and TDA has issued guidance that Bellville ISD will be allowed to operate the summer meal program in light of the economic impact of COVID-19 that will enable enrolled students to be eligible for ONE free breakfast and ONE free lunch daily.*

Parents and students may still use [School Cafe](#) online to prepay for a la carte items using credit or debit cards (up to \$100). Parents may also sign up to receive notifications of account balances . There is a \$2.25 convenience fee per transaction which is paid to the processor and not Bellville ISD.

Menus & Nutrition

Healthy choices are available at each campus and may include the following options (not all listed below are offered at each campus)

- Seasonal fresh fruits and vegetables (some locally grown)
- Assorted bread and muffins, including whole grain varieties
- Low-fat and skim milk, bottled water and 100% juices
- Baked and reduced fat chips and crackers many made of whole grains
- Reduced sugar cereals made with whole grain
- Low-fat and fat-free yogurt
- Quality meats and cheeses , including reduced fat and reduced sodium
- No HFC (high fructose corn syrup) in the milk and yogurt
- Gluten free snacks

Child Nutrition Service offers a variety of menu choices such as yogurt parfaits, fruits and vegetables, gourmet salads, build your own burritos and hamburgers, and gourmet tacos. We strive to balance healthy food options with foods that our students enjoy, offering a variety of high quality foods.

All menus can be found on the Bellville ISD website and are updated monthly.

School Breakfast and Lunch Programs and Requirements

School Breakfast Requirements

The USDA School Breakfast Program requires FOUR (4) food items be offered at breakfast and allows local school officials, at their option, to implement an offer versus serve in the breakfast program.

At least THREE (3) food items must be selected to count as a reimbursable meal, one must be a ½ cup of fruit or fruit juice. Only a full portion of menu items may be credited toward meeting the requirements for reimbursable meals. Bellville ISD. has offer versus serve for all grade levels excluding pre-kindergarten.

School Lunch Requirements

Lunch Food Components

1. Meat/Meat Alternatives
2. Whole Grain
3. Vegetables
4. Fruit
5. Milk

The USDA School Lunch Program requires FIVE (5) Food Components be offered at lunch for all students K-12. Offer versus serve allows you to select a minimum of THREE (3) food components. One must be ½ cup of fruit or vegetable.

Definitions-

Food Components- one of five food groups that make up a reimbursable meal.

Food Items- A specific food offered within the five (5) food components. Such as hamburger bun, nacho chips and diced meat.

Offer Versus Serve

Offer versus serve is a serving method that is designed to reduce food waste and food cost in the school lunch program without jeopardizing the nutritional integrity of the meals served. It allows senior high school students (Grades 9-12) and, when approved by the local school food authority, students in any other grade, to choose fewer than all of the food items within the lunch pattern. Schools that use this method of serving must continue to offer all required food items for meals. A student may refuse one or two of the food components--those he/she does not intend to eat . The school may not require that certain components be taken; the intent of the offer versus is to allow students to refuse food items they do not intend to consume.

High School

Schools are required to implement the offer versus serve provision for high school students (Grades 9-12). In high school, a student must be allowed to refuse those food items he/she does not intend to eat. We encourage the students to take fruit or a vegetable serving.

Elementary, Intermediate, and Jr. High Schools

While it is not required, BISD Child Nutrition implements offer versus serve in all schools for all grade levels except for pre-k. Students are allowed to refuse those food items he/she does not intend to eat.

Requirements of a Reimbursable Meal:

Breakfast

1. Students must be offered at least four food items from the three components.
2. All students must select at least three creditable food items in the applicable minimum required serving size.
3. Students must select a minimum of ½ cup of fruit or vegetable.

Lunch

1. Students must be offered all five food components in the required serving size for age/grade groups.
2. All students must select 3 of 5 components
3. Students must select at least ½ cup serving of fruit or vegetable.

Food from Home

Food sent from home for an individual child's consumption is not restricted. Please see each individual campus office for any specific rules related to food served in classrooms.

Class Parties

Only sanctioned school celebrations determined by campus administrators may distribute foods that don't meet the state or federal standard requirements outside the NSLBP.

The Child Nutrition Department has the ability to provide convenient Smart Snacks such as cupcakes, brownies, cookies, and ice cream for birthday and holiday celebrations. These items comply with Smart Snack Standards and federal requirements. You may purchase these items for your child's next classroom celebration upon request by contacting the Child Nutrition Department at 979-865-7017 or via email at awerner@bellvillebrahmas.org.

Competitive Food Sales

Competitive food is food served to students during the school day that is not provided by Bellville ISD Child Nutrition Services Department. In general, competitive foods are not permitted to be sold to students and are subject to federal regulations (USDA).

Food Service Sanitation

School food service programs must meet all sanitary regulations recommended by the State Department of Health for food-handling establishments and the respective County

Or the Federal inspection agency. All Child Nutrition staff members attend certification training and receive a food handlers card that is visibly displayed at each campus. Staff Members renew their certification every 2 years. Staff must also complete annual training to meet the USDA regulations for professional standards.

Kitchen Usage

Bellville ISD offers the use of school buildings and grounds by the community for educational, recreational, civic, and cultural activities to the extent possible under public school laws and regulations. If an organization or individual uses the food services facilities, a food service staff member must be present on duty at the expense of the organization or individual.

USDA Nondiscrimination Statement

Participants in School Nutrition Programs must post the following nondiscrimination statement: In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) Civil Rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Child Nutrition Services A La Carte Limit Request Form



Students may purchase ala carte items such as second meals, additional entrees, fruit juice, extra milk and snacks items. If you wish to restrict or limit the amount of Ala Cart purchases, please return this form to the school cafeteria manager or send via email to awerner@bellvillebrahmas.org. A block or limit will then be placed on your students lunch account.

You may monitor your students account balance and purchase by creating an account (link on Bellville ISD webpage).

Select option below:

My student may purchase _____ snacks on the following day/s.

_____ Mon. _____ Tues. _____ Wed. _____ Thur. _____ Fri.

_____ Please limit my student's ala cart purchases to \$_____ dollars per day.

_____ Mon. _____ Tue. _____ Wed. _____ Thur. _____ Fri.

_____ I want my child to ONLY purchase meals from their lunch account. Please Block OUT ALL my student's ala carte purchases on the following days.

_____ Mon. _____ Tue. _____ Wed. _____ Thur. _____ Fri.

Student Name:_____

Student ID Number:_____

School Name:_____

Date:_____

Parent/Guardian:_____

Child Nutrition Services

Meal Charge Policy FAQ

Bellville Independent School District



Can I put money on my student's lunch account?

- Yes, students are encouraged to place money on his/her lunch account to purchase meals, a la carte items, and snacks.

What happens if he/she doesn't have money on their account to purchase a meal?

- If a student does not have enough money for his/her breakfast or lunch meal, the student may charge UP TO 3 days worth of meals (3 breakfasts and 3 lunches). Collection notices will be sent home to the household to collect charges.
- Once a student has reached 3 days worth of meals, the student will be served an alternate meal that will meet the guidelines for a reimbursable meal (cheese sandwich, fruit, and milk)

Can extra items, such as snacks or a la carte items be charged on the lunch account?

- No, only a meal will be allowed to be charged.

How will I know if my student's lunch account is out of money?

- Students and parents can log into the [School Cafe](#) system through the Bellville ISD website and set his/her lunch account up to receive an email notice when the account reaches a low balance.
- A verbal reminder will be given to the student daily. An automated phone call will also occur in the evenings Monday, Wednesday, and Friday to the phone number on record when a negative balance appears on a student's account.
- The Child Nutrition Director will mail a negative balance letter to the household ONCE A MONTH when the student has reached a negative balance of \$5.00

How can I get assistance to pay for my child's meals?

- Visit [School Cafe](#) to complete a meal application online.
- Paper applications are available at the main office of each campus and in the Central Office at 518 S. Matthews Street, Bellville, TX 77418
- You may contact the Child Nutrition office at 979-865-7017 for personal assistance.

What happens if I do not pay my debt?

- At the end of the school year we will work diligently to clear up all negative balances through letters sent to the household, phone calls to parents, verbal notices and by sending a list of the student balances to the principals.
- The last month of the school year, there is a NO CHARGE POLICY in place. Students will not be able to charge any amount on their account. They will be offered an alternate meal at no charge (sandwich, fruit, and milk).
- We work diligently through the summer to clear up any negative balances remaining by letters and phone calls to the household.

**Child Nutrition Services
Lunch Account Refund Request
Bellville Independent School District**



Student Name:

Student ID#:

Issue Check to:

Address:

Requested by:

Date:

For Child Nutrition Office use only:

Check Amount:

Approved by:

Date:

Budget code:
