
AURORA PUBLIC SCHOOLS
Adopted April 1996
Revised September 2007
Revised June 2017

APS Code: EFJ

NUTRITION SERVICES

The district's school meal program is administered by the director of nutrition services, under the supervision of the chief financial officer.

Nutrition services provides quality nutritious meals through participation in the National School Lunch and Breakfast Programs. The department also provides summer feeding programs and after school snack programs.

Nutrition services operates as a governmental fund. Revenues should meet or exceed expenditures. The district expects nutrition services to cover all of the departmental costs.

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Issued April 1996
Revised October 2003
Revised September 2007
Revised May 2010
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NUTRITION SERVICES

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Nutrition services operates on a nonprofit basis and will comply with all regulations pertaining to health, sanitation and service of foods. Nutrition services will meet all state and federal requirements for participation in state and federal programs.

The director of nutrition services will cooperate with the building nutrition services managers and with the building principals in all matters essential to the proper functioning of the Nutrition Services program. Nutrition services personnel in each school building will be directly responsible to the building's Nutrition services manager, and they in turn to the director of nutrition services. The building principal in each school will be responsible for maintaining proper discipline and supervision of students in the cafeteria.

Any sale of food or beverages to students during school lunch and breakfast hours will be under the supervision of the nutrition services manager for that school. Any revenue from such sales will be deposited and credited to the nutrition services budget.

Employees, except for nutrition services personnel, will be required to deposit money into their personal account or pay cash at the time of purchase. Nutrition services employees may receive free meals.

Nutrition services receipts will be used only to pay for regular nutrition services operating costs. When facilities are used by outside groups or agencies, a fee may be charged as approved by the Board of Education. If facilities are used for other than the regular program, the site's nutrition services manager will ensure that no supplies provided for the regular program (or by the U.S. Department of Agriculture) are used. A nutrition services employee must be present whenever an internal or external group uses the kitchen facilities. Appropriate hourly rate of the employee must be paid by the group.

General Regulations

As required for participation in the National School Lunch and Breakfast Program, the Board agrees to the following general regulations:

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1. A “school lunch and breakfast meal” program will be available to students;
2. Free or reduced-price meals will be provided to students who cannot afford the price of the "school lunch and breakfast meal" lunch. Students will also be permitted to bring their lunches from home and to purchase beverages and incidental items that meet the USDA Smart Snacks guidelines;
3. The sale of foods or drinks in competition with the National School Lunch and Breakfast Program is not permitted. Competitive food service is any food or beverage service available to students that is separate and apart from the district’s non-profit federally reimbursed food service program and is operated by school-approved organizations or school-approved outside vendors. Such competitive food service shall be closed for a period beginning one half hour prior to and remain closed until one half hour after the last regularly scheduled school lunch and breakfast period. The Colorado Department of Education allows a waiver for the service of competitive, mechanically vended beverages offered to students at the senior high level only;
4. Funds accrued from the operation of the nutrition services program will be used only for the purpose of reducing the price of meals to students; improving the quality of meals; improving nutrient content of food items; purchasing and maintaining supplies, services and equipment; and related expenses;
5. Records will be kept and claims filed for monthly reimbursement;
6. The nutrition services program will accept and use donated commodities in reasonable amounts (in accordance with the National School Lunch Program guidelines);
7. The nutrition services program will operate in accordance with both state and federal statutes and regulations applicable to the program; and
8. Students with unique dietary needs due to health problems are required to provide a letter from their physician indicating the specific needs. Nutrition services will work closely with

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health services to make a reasonable effort to provide for those unique dietary needs when possible.

School Meal Payment and Charging

The school meal program is computerized to promote accuracy and speed and to allow students as much time as possible for meals. Students have their own accounts and keypad numbers. It is the student's responsibility to learn their keypad number as quickly as possible. The student enters their personal keypad number to access their accounts.

Students make deposits to their meal accounts and are encouraged to buy multiple meals. Money deposited in meal accounts cannot be used for any other purpose. Students may charge breakfast and lunch each day without having money in their account.

The following guidelines apply to the computerized meal program:

1. Annually, and with each student, information is sent home and placed in the elementary student handbook explaining the lunch program and the payment system, particularly the aspects identified below;
2. Parents or students are allowed to purchase multiple-day meals or students are allowed to pay daily;
3. Parents are encouraged to make online meal payments at www.paypams.com;
4. Cafeteria staff will call households to inform them of negative account balances.
5. Money may be taken out of a sibling's account at the same school to cover a meal if the student informs the cashier that there is a sibling and if there is money in the sibling's account;

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6. Nutrition services will use Infinite Campus messenger each week to notify parents when their child's account is at a negative three dollars or more.
7. Nutrition services will mail multiple negative balance notices to the student's home address. Letters will start when negative balances reach \$35 or more. Parents or guardians will be given a minimum of six weeks to make repayment arrangements before the balance is sent to collections.
8. The nutrition services staff will personally call households when a negative balance exists to counsel with parents or guardians regarding the issue and possible alternatives, including the availability of the Free and Reduced Meal Programs; and
9. Principals or designee will be asked to intercede on the child's behalf if money or a meal application is not received (see #10).

LEGAL REFS.: Federal Regulation 7 CFR Sec. 210.11 Competitive Food Services
Colorado Competitive Food Service Policy 2202-R-203.00