



NON-INSTRUCTIONAL SERVICES: Food Services

Food Service Finance

I. Purpose

To outline procedures for determining meal prices and to establish financial controls for the school system’s food and nutrition program.

II. Responsibility

The Superintendent designates the Office of Food and Nutrition Services (hereinafter, “OFNS”) with overall responsibility for the school system’s food and nutrition programs.

III. Cost of Meals

A. The OFNS will review all meal prices annually. All recommended price changes will be submitted to the Board of Education of Baltimore County (Board) for approval.

B. Meals for students may be subsidized by federal and state cash reimbursements and food commodity entitlements.

C. Student meal prices shall be established to recover up to, but not exceed, the full cost of the meal minus the federal and state subsidies.

IV. Free and Reduced-Price Meals

A. Free and reduced-price meals shall be served to all students who qualify based on eligibility criteria approved by the United States Department of Agriculture Food and Nutrition Service.

B. The criteria for determining a student’s need and the procedures for securing free and reduced-price meals for the student will be published each year on the OFNS Web site.

V. A La Carte Sales

A. The OFNS will establish prices for all a la carte sales to recover at least the full cost of the items sold.

- B. Adults and non-students shall be charged a la carte prices for food and beverage items.

VI. Procedures and Controls

- A. The OFNS shall comply with applicable accounting and financial reporting procedures established by the Department of Fiscal Services.
- B. The OFNS shall establish procedures for the safeguarding of and accountability for assets including cash, inventory and fixed assets and will provide regular training to OFNS staff on all applicable accounting procedures.

VII. Meal Charging/Alternative Meals

- A. The OFNS shall establish meal charging procedures for students who arrive to school without lunch or without enough funds to cover the price of meals. These procedures shall include provisions for providing the student with an alternative meal and the collection of delinquent and/or unrecovered debt.
- B. The meal charging procedures shall be posted on the OFNS Web page and communicated annually to all parents/guardians in the student handbook.

Legal References: 42 U.S.C. §§1751, et seq., *Richard B. Russell National School Lunch Act, as amended*
42 U.S.C. §§1771, et seq., *Child Nutrition Act, as amended*
S. 3307, 111th Cong. (2010), *Healthy, Hunger-Free Kids Act of 2010*
7 C.F.R. Parts 210, 220, 225, 226, and 250, *Child Nutrition Programs Annotated Code of Maryland, Education Article §§7-601 to -605, Subsidized and Free Feeding Programs*
Annotated Code of Maryland, Education Article §§7-701 to -704, Breakfast Program
COMAR 13A.06.01, *Programs for Food and Nutrition*

Related Policies: Board of Education Policy 3121, *Funds Management and Classification of Expenditures*
Board of Education Policy 3310, *Food and Nutrition Services*

Rule

Superintendent of Schools

Approved: 09/18/68

Revised: 06/19/80

Revised: 01/23/07

Revised: 01/10/12

Revised: 08/22/17