

Table of Contents

Title 28 EDUCATION

Part XLIX. Bulletin 1196—Louisiana Food and Nutrition Programs, Policies of Operation

Chapter 1.	Administration	1
Chapter 3.	Financial Management and Accounting	5
Chapter 5.	Free and Reduced Price Meals	24
Chapter 7.	Meal Planning and Service	41
Chapter 9.	Afterschool Care Program	67
Chapter 11.	Personnel	70
Chapter 13.	Equipment	77
Chapter 15.	Procurement	91
Chapter 17.	Commodities	102
Chapter 19.	Sanitation	104
Chapter 21.	Civil Rights—Handling Complaints	108
Chapter 23.	Ethics	110
Chapter 25.	Summer Food Service Program	112
Chapter 27.	Special Milk Program	115
Chapter 29.	Child and Adult Care Food Program	116
Chapter 31.	Disaster Feeding	118
Chapter 33.	Financial Management and Accounting for Child and Adult Care Food Program Family Day Care Homes (FDCH)	121
Chapter 34.	Louisiana Child Nutrition Programs Appeals Procedures	137
Chapter 35.	Glossary	140
Index	147

Title 28 EDUCATION

Part XLIX. Bulletin 1196—Louisiana Food and Nutrition Programs, Policies of Operation

Chapter 1. Administration

§101. Responsibility

A. The board adopted rules and regulations for the operation of the Louisiana Child Nutrition Program. The purpose of the program is to enable child care institutions to integrate a nutritious food service with organized child care services for enrolled children. The rules and regulations are the same as those established in 7 CFR Parts 210-245 for the operation of the Child Nutrition Program.

B. The responsibility for the administration, operation, and supervision of Child Nutrition Programs (CNP) is vested in the educational authorities that are responsible for all other phases of the school program. A CNP must be well planned, organized, and administered on national, state, and local levels if it is to function as an integral part of the total school program. It is important to operate an efficient, high-quality food service unit that meets the nutritional needs of children and provides an educational activity center for the school and community. The goals of the CNP will be met when these principles are applied by those in authority. The responsibilities of administrators are discussed below.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2100 (December 2001), LR 28:1737 (August 2002).

§103. National Level

A. Child Nutrition Programs are administered by the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA). The USDA is authorized to issue regulations for the operation of the general cash-for-food assistance phase of the National School Food Service Programs pursuant to the authority contained in the National School Lunch Act and the Child Nutrition Act of 1966, as amended. After a decision to receive funds apportioned to the state by the FNS has been made, the Louisiana State Department of Education (LDOE) enters into a written agreement with the FNS for the administration of the CNPs in the state in accordance with provisions of the agreement. The FNS periodically issues regulations, reviews the programs within the state to determine compliance with the agreement, provides technical assistance through its personnel and publications, and performs audits of the state agency records.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2100 (December 2001).

§105. State Level

A. Administration of the program is directed by the State Board of Elementary and Secondary Education (SBESE) which, under state law, may enter into agreements with the USDA to receive federal funds for program operations, to prescribe regulations, and to establish policies for operation of the programs in accordance with federal and state laws. Regulations and policies established by the SBESE are administered by the State Superintendent of Education, assisted by the Division of Nutrition Assistance (DNA) staff. This staff, which exercises leadership in all school food service matters, is responsible at the state level for administration and program supervision, including instructional and advisory services to schools and other supervisory assistance, to assure adequacy of program operations. Technical assistance visits or reviews shall be made each fiscal year to determine whether programs are being operated in compliance with federal and state regulations and to offer assistance where needed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2100 (December 2001).

§107. Local Level

A. Public, Independent Public and Nonpublic School Sponsor

1. Child Nutrition Programs in public schools are under the general supervision of the local school boards; independent public (Charter Schools), nonpublic schools, and Residential Child Care Institutions (RCCIs) are under the supervision of legal governing bodies or sponsors. Each parish or city superintendent or the sponsor's designated representative is administratively responsible for the organization, administration, and leadership of CNPs under his jurisdiction. He/she may delegate this authority to a school food service staff.

B. School Food Service Director and/or Supervisor

1. This person is responsible to the superintendent or the sponsor's representative. As a member of the administrative staff, the director and/or supervisor has overall responsibility for the CNP. This individual shall act as advisor for the other staff members, school principals and faculties, food service managers, students and parents in developing, administering and supervising the programs. It

is his/her responsibility to exercise guidance and leadership while maintaining necessary controls over accounting and reporting, personnel, facilities and equipment. Each school/site shall be monitored by a director/supervisor in accordance with federal and state regulations. (Refer to forms and guidance materials.) The significance of improved food habits and educational experiences makes it imperative that a CNP be based upon professional concepts. Each school system shall employ a certified supervisor or director. (Refer to §1103)

C. Principal

1. The CNP is an integral part of the total school. It is the principal's responsibility to administer the affairs of all school programs in compliance with local, state and federal regulations and policies, and to promote educational experiences. Direct involvement varies greatly from school system to school system.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education in LR 27:2100 (December 2001), amended LR 29:2022 (October 2003).

§109. Requirements for Participation

A. Any public, independent public, or nonpublic school of high school grades or under recognized by the SBESE is eligible to participate in the CNPs administered by LDOE, provided that requirements set forth in the agreement with the local school board, independent public school sponsor, or nonpublic school sponsor are met. In addition, some organizations that do not clearly meet the definition of "school" may be eligible to participate.

B. Child Nutrition Programs include the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP), and Special Milk Program. After school snacks are included in the NSLP and the At-Risk Component of the CACFP.

C. Recognized Schools/Institutions/RCCIs

1. A recognized school is a school that:

- a. has a state-approved graded or non-graded course of instruction with certain standards required of students;
- b. gives credit for advancement toward class work completed;
- c. has compulsory attendance; and
- d. maintains records thereof.

2. Special exceptions may be made for alternative schools sponsored by the local school boards.

3. A recognized institution is any public or nonprofit private Residential Child Care Institution (RCCI), or distinct part of such institution, that operates principally for the care of children, and if private, that is licensed to provide residential child care services under the appropriate state licensing codes.

4. Under the above criteria, the following types of schools of high school grades or under and institutions generally qualify.

a. Boarding or Institutional Schools

i. Boarding or Institutional Schools are eligible to participate if food costs for school children are satisfactorily separated from the total food cost, including adults, and if prior approval has been obtained from the state agency. Such eligible schools can claim reimbursement for only one lunch, breakfast, and/or snack per school child served on regular school days.

b. Bureau of Indian Affairs (BIA) Schools

i. Bureau of Indian Affairs schools are operated by the BIA or under a BIA contract; they are allowed to participate under the same terms as all other recognized schools.

c. Charter Schools

i. Independent public schools that provide a program of elementary or secondary education, or both, organized as nonprofit corporations and governed by their own board of directors within the framework agreed to in the charter granted by the local school board or the SBESE are allowed to participate under the same terms as all other recognized schools. These schools must be public (governmental) or private nonprofit 501(c)(3).

d. GED Programs or Regular High School Completion Programs

i. GED Programs or Regular High School Completion Programs that operate during regular school hours in an eligible school may participate in the meal service.

e. Kindergarten or Day Schools

i. Kindergarten or Day Schools, public or nonpublic, are recognized as schools by state statutes. Such schools may be operated as an integral part of schools with higher grades, or as separate schools.

f. Military Post Schools

i. Military Post schools are schools of high school grade or under, operated by any branch of the Armed Forces, on any military installation within the state. They are allowed to participate under the same terms as all other recognized schools.

g. Nonresidential Nonprofit Child Care Institutions

i. Nonresidential nonprofit Child and Adult Care Institutions may participate in the Special Milk Program provided that they do not participate in a meal service program authorized by the National School Lunch Act or the Child Nutrition Act of 1966. These institutions are not eligible for lunch or breakfast programs, and they cannot participate in the NSLP or SBP.

h. Public or Nonprofit Private Pre-Primary Classes

i. Public or nonprofit private pre-primary classes are eligible if they are recognized as part of the educational

system in the state or if they are conducted in a school having classes of primary or higher grades.

i. Public or Nonprofit Private RCCIs

i. Public or nonprofit private RCCIs that have temporary clientele are eligible to participate as long as they operate on a continuous basis. Private RCCIs must be licensed by the state and have tax-exempt status. RCCIs include, but are not limited to, homes for the mentally, emotionally or physically impaired; unmarried mothers and their infants; group homes; halfway houses; orphanages; temporary shelters for abused children and for runaway children; long-term care facilities for chronically ill children; and juvenile detention centers.

j. Split-Session Kindergarten Programs

i. Split-session Kindergarten programs in schools that participate in a meal service program authorized by the National School Lunch Act and Child Nutrition Act may offer the Special Milk Program to children who attend split-session kindergarten and who do not have access to the meal service.

k. Special Schools

i. Special Schools include those conducted for blind, deaf, mentally or physically impaired, or special children. These schools are allowed to participate under the same terms as all other recognized schools.

l. State Special Training and Correctional Schools

i. State Special Training and Correctional Schools that are recognized or accredited by the LDOE are eligible to participate in the NSLP and SBP.

m. Nonpublic School

i. A nonpublic school is interpreted to mean a private school that is exempt from income tax under the Internal Revenue Code, as amended. This term also applies to parochial schools. These schools are allowed to participate under the same terms as all other recognized schools. These schools must have 501(c)(3) status from Internal Revenue Service.

D. Eligible Participants

1. Child

a. Child is defined as a student of high school grade or under as determined by the LDOE, who is enrolled in an educational unit of high school grade or under. Included in this definition are students who are mentally or physically disabled as defined by the state and who are participating in a school program established for the mentally or physically disabled. Child is also defined as a person who is under 21 chronological years of age who is enrolled in an institution or center that is a public or nonprofit private RCCI or distinct part of such institution that operates principally for the care of children. If this institution is private, it must be licensed to provide residential child care services under the appropriate licensing code by the state. Residential summer camps that participate in the SFSP for children, Job Corps centers funded by the Department of Labor, and private foster homes are not eligible to participate.

2. Student

a. A student is defined as an individual for whom instruction is provided in an elementary or secondary educational program under the jurisdiction of a school, school system, or other educational institution. If the school board administers a Head Start Program, these children may be eligible to participate as students. Contact the state agency for clarification.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2101 (December 2001).

§111. Permanent Agreement between Sponsor and Louisiana State Department of Education

A. Sponsorship of a CNP is limited to the board of a public school system, the board of a charter school if public (governmental) or private nonprofit 501(c)(3), or the governing body legally responsible for the administration of a nonpublic school if 501 (c)(3). As sponsors, the board or governing body shall execute the required agreement with the LDOE and accept responsibility for carrying out all terms. The Sponsor must also update a Schedule A listing all schools participating in the school lunch, breakfast, and/or snack program annually; submit an Application for Participation; provide staffing information; and provide any other required information regarding school food service in the schools or other institutions under its jurisdiction.

B. Reimbursement payments may be made only to schools operating under an agreement between the sponsor and LDOE. The agreement shall be signed by the sponsor's designated authorized representative. The agreement will be considered permanent unless the state agency is notified of a change in the School Food Authority (SFA) authorized representative. The agreement may be terminated by either party or may be canceled at any time by the state agency upon evidence that terms of the agreement have not been fully met.

C. Conditions of the Agreement

1. Nonprofit Programs

a. Child Nutrition Programs in schools named in the Schedule A shall be operated on a nonprofit basis. Income accruing from the operation of the CNP in participating schools shall be used only for program purposes, which include improving the quality of the lunches, breakfasts and/or snacks; offering meals to needy children; reducing the price of the meal to paying children; and purchasing and maintaining adequate movable equipment needed in storing, preparing and serving adequate meals to children.

2. Proper Authority

a. The sponsor will employ personnel and will supervise the school food service operations to ensure compliance with federal and state regulations.

3. Competitive Foods/Extra Sales

a. Each school shall abide by the state policy regarding the operation of competitive food services. The

competitive foods policy and penalties for policy violations are discussed in §741. Selling of extra items shall be in compliance with state policy (refer to §737).

4. Nutritional Requirements

a. All meals/snacks served shall meet at least minimum nutritional requirements for a reimbursable lunch/breakfast and/or snack as set forth in program regulations.

5. Offering Lunch /Breakfast and/or Snack

a. Meals/snacks shall be served without cost or at a reduced cost to all students who are eligible in accordance with free and reduced price meal regulations.

6. Unit Price of Meals

a. Meals shall be priced as a unit, including milk; and no reduction shall be made in the price of the lunch, breakfast, or snack when students or adults do not take all items offered. In non-pricing meal programs, there shall be no specific charge as described in the Application for Participation except for the adult/visitor charge.

7. Nondiscrimination

a. No discrimination against any child shall be made by the sponsor because of his/her eligibility for free or reduced price meals in accordance with the approved Free and Reduced Policy Statement, nor shall the sponsor publish or provide the names to be published of any children eligible for free or reduced price meals.

8. Meal Charges

a. Meal charges including student, adult, and at-cost shall be posted in a prominent location in each school food service dining room. All persons consuming meals who are not eligible for free meals shall pay directly to the sponsor the cost posted. No student shall be requested to pay more than the actual cost of the lunch, breakfast, and/or snack, less the amount of reimbursement paid to the sponsor from federal funds. The minimum charge to eligible adults shall comply with federal and state regulations. (Refer to §729.)

9. Food Purchases

a. All food purchased in the operation of CNPs shall be purchased in accordance with all federal and state procurement regulations. All procurement transactions of a sponsor, regardless of whether negotiated or advertised, and without regard to dollar value, shall be conducted to provide maximum open and free competition.

10. Local Responsibility

a. It will become the responsibility of the sponsor to secure additional funds needed if it is not possible to operate the school food service program satisfactorily with state and federal reimbursement. In operating CNPs, should a sponsor find that it is unable to operate satisfactorily on the rate of reimbursement, it will become the responsibility of the sponsor to secure the additional funds needed.

11. Use of Funds

a. Income accruing to the CNP shall not be used to purchase land, to acquire or to construct buildings, or to make alterations to existing buildings. Revenues received by the nonprofit school food service are to be used for the operation or improvement of such food service. (Refer to Chapter 3.Financial Management and Accounting.)

12. Equipment Purchases

a. Purchases made for approved equipment from school food service funds shall be for the replacement or addition of equipment. All equipment needed to begin operation of the CNP must be furnished by the sponsor or school. (Refer to Chapter 13.Equipment.)

13. Adequate Facilities

a. Adequate facilities shall be maintained for storing, preparing, and serving food purchased for the CNP and food donated by USDA. Facilities shall properly safeguard foods against theft, spoilage, infestation, damage, and other losses. Proper sanitation and health standards conforming to all applicable state and local laws and regulations will be maintained in all CNPs.

14. Deposit of Funds

a. The Sponsor shall be responsible for separate accounting of all school food service funds. A consolidated school food service account is the suggested method of accounting for these funds.

b. Using this method, a Sponsor would deposit or cause to be deposited in the consolidated school food service account, all school food service funds received, write all checks against these funds, and maintain complete records for the expenditure of these funds.

15. Records

a. The Sponsor shall maintain a financial management system as prescribed by the LDOE and the USDA. Full and accurate records of all operations pursuant to the agreement shall be retained by the sponsor for a period of three years after submission of the final claim for reimbursement for the fiscal year. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed. If any litigation, claim, negotiation, audit or other action involving the records has been started before the end of the three year period, the records shall be maintained until all issues have been resolved, or until the end of the regular three year period, whichever is later. The sponsor will make available to the LDOE and to the USDA for examination, audit and review, at any reasonable time and place, all accounts and records of the sponsor pertaining to the operation of the program. (Refer to Chapter 3.Financial Management and Accounting.)

16. Reports and Claims

a. The sponsor will monthly submit to the LDOE a report of program operations for each month and claims for reimbursement for meals/snacks served to eligible children in each school during operating and non operating months. The sponsor will assume full responsibility for the accuracy of all claims for reimbursement and for reports submitted to the LDOE pursuant to the agreement. The sponsor will claim

reimbursement for meals/snacks served to only eligible children at the assigned rates. If there is any irregularity in the operation of the CNP in any school, a disallowance shall be made in the sponsor's claim.

17. Approved Classification and Brumfield VS. Dodd

a. Each school shall have a state-approval classification and shall be in compliance with Brumfield vs. Dodd.

18. Annual School Report

a. All schools shall submit an Annual School Report to the LDOE, according to the established timeline.

19. Annual Financial Statistical Report

a. Each sponsor shall submit information required for the completion of the Annual Financial and Statistical Report.

20. Civil Rights Compliance

a. No person shall, on the grounds of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity for which the program applicant receives federal financial assistance from the USDA; and the sponsor shall give assurance that it will immediately take measures necessary to effectuate the agreement. The program applicant shall compile data, maintain records, and submit reports, as required, to permit effective enforcement of the nondiscrimination laws. The sponsor shall permit authorized USDA and LDOE personnel to review such records, books, and accounts during normal working hours as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the USDA shall have the right to seek judicial enforcement of this assurance.

b. All program advertisements, public release, etc. shall have the civil rights statement printed on them. (Refer to Chapter 21.Civil Rights-Handling Complaints.)

21. Program Materials

a. The sponsor shall agree to make educational materials pertaining to the CNP available to the schools.

22. Regulations

a. The CNPs at all times shall be operated in accordance with all policies and regulations as established by the LDOE, and/or USDA. (Refer to Code of Federal Regulations (CFR) 210 to 299 and (CFRs) 3015, 3016, 3017, 3018, and 3019 for additional information on federal regulations.)

23. Net Cash Resources

a. The LDOE shall review the information on net cash resources and shall require the Sponsor with school food service net cash resources of more than three months average expenditures to explain the need for such resources. If, after consideration of the plan, it is determined that resources are excessive to operating needs, the LDOE will reduce or deny reimbursement payments until the net cash

resources have been reduced to an amount consistent with the operating needs.

24. Transfer of Funds

a. Charges against the CNP must be made each month as the expenses occur or in the event that an expense(s) occurs only at intervals: i.e., quarterly or semi-annually. At the end of the school year, the transfer to the sponsor of school food service funds for apportioned costs accruing during the year will not be allowed except for expenses incurred during the month of June or the last month of operation: i.e. such transfer cannot be effected for the entire year's operation. Expense(s) must be charged against the CNP at that time and payment must be made from the school food service program account to the sponsor at the time the expense(s) occurs. Any deviation from this policy shall necessitate repayment to the CNP account of the full amount of the transfer.

25. Contract Meals

a. The sponsor agrees to submit annually, with the free and reduced documents, a copy of the contract when contract meals are provided (refer to §729).

26. Donated Foods

a. The CNP shall accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, donated foods offered by the USDA.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE Promulgated by the Board of Elementary and Secondary Education, LR 27:2102 (December 2001), amended LR 29:2022 (October 2003).

Chapter 3. Financial Management and Accounting

§301. Financial Assistance

A. Federal Assistance

1. Funds are apportioned to the state to be used in reimbursing schools for the cost of the school food service program. Distribution is made on the basis of the number of lunches, breakfasts, and snacks served to children.

B. State Assistance

1. State funds for the support of food service employee salaries are provided to the local level through the education block grant. The Minimum Foundation Program (MFP) formula is used to allocate these funds to local educational programs. At a minimum, School Food Authorities (SFAs) shall designate state funds to the school food service program at a level sufficient to meet revenue fund matching requirements, as specified in USDA, FNS, 7 CFR Part 210.17. If at any time the school food service program operating balance is at a deficit, it will become the responsibility of the SFA to secure the additional funds needed to operate the school food service program satisfactorily.

C. Local Assistance

1. Local sales tax revenues, school general fund monies, and other dedicated sources of revenues may be available at the local level for use in the school food service program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2104 (December 2001).

§303. Basic Requirements for School Food Service Financial Accountability

A. The following requirements are mandated for financial management of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program in Louisiana. Federal and state regulations require the adoption of these standards as a minimum level of compliance toward financial accountability.

1. Nonprofit

a. The SFA shall operate the program as a nonprofit school food service operation.

2. Menus/Production Records

a. Menu records shall be developed and maintained to demonstrate positive action toward meeting the required nutrient standards as defined in USDA, 7CFR, 210.10. Production records shall be maintained daily to demonstrate positive action toward providing one reimbursable lunch, breakfast, and snack (as applicable) per eligible child per day.

3. Participation Data

a. Documentation of participation data per school shall be maintained daily to support the claim for reimbursement.

4. Counting and Recording Meals

a. The system used for counting and recording meal totals, by category, claimed for reimbursement at both the SFA and school levels shall yield correct claims.

5. Expenditures

a. Expenditure of funds shall be limited to food, labor, and other allowable costs as noted in this chapter. School food service funds shall be expended solely for the school food service programs.

6. Separate SFS Accounting/School Deposits

a. The Sponsor shall be responsible for separate accounting of all school food service funds. All money earned or received, including interest on investments, must accrue to the school food service account.

b. Schools shall deposit all receipts daily. Any exceptions must have written approval from the state agency on file. Money collected must be stored in a secure place at the schools. Any losses that occur through theft must be verified by a complete police report of the incident. Any losses that occur because of negligence that cannot be verified by a police report must be recovered from other funds.

7. Transfer of Funds

a. School food service funds may be loaned to the General Fund; however, the funds and market interest rate shall be repaid within the same fiscal year.

8. Transaction Records

a. All income, expenditures, and meal counts shall be supported by source documents such as itemized invoices, attendance and payroll records, deposit slips, inventory records, participation records, etc.

9. Inventory Requirements

a. Perpetual inventories and separate monthly physical inventories of purchased food and USDA commodities are required. An annual inventory of equipment valued at a unit acquisition cost of \$1000 or more with a useful life of one year or more is required.

10. Property Management Standards

a. The SFA shall follow property management standards to safeguard school food service property as described in, §323. Property Management Requirements.

11. Retention of Source Documents

a. All records, reports, inventories, invoices, receipts, and other source documents shall be maintained for a period of three years after submission of the final claim for reimbursement for the fiscal year to which they pertain. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed. Records for equipment with a unit acquisition cost of \$1000 or more with a useful life of one year or more acquired in whole or in part with school food service funds shall be retained for three years after its final disposition.

12. Records

a. All records pertaining to the National School Lunch, School Breakfast, and Special Milk Programs are subject to audit by both state and federal authorities to determine, at a minimum, the fiscal integrity of financial transactions and reports and the compliance with laws, regulations, and administrative requirements.

13. Accountability of Assets

a. Control over and accountability for all funds, property, supplies, and other program assets shall be maintained to ensure that they are safeguarded and used solely for authorized program purposes.

14. Auditing of Federal Funds

a. A SFA expending a total of \$300,000 or more a year in federal funds for all programs, shall have a single or program specific audit conducted in accordance with the provisions of Circular A-133. (Refer to §333. Audit Requirements, for additional information.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2104 (December 2001).

§305. Nonprofit Status/Net Cash Resources

A. Each SFA shall, with respect to participating schools under its jurisdiction, maintain a nonprofit school food service and observe the following limitations on the use of nonprofit school food service revenues.

1. Revenues

a. Revenues received by the nonprofit school food service shall be used only for the operation or improvement of such food service. Expenditures of nonprofit school food service revenues shall be in accordance with the policies discussed in §317.Allowable/Unallowable Program Expenses.

2. Nonprofit Nutrition Program

a. SFA may use facilities, equipment, and personnel supported with nonprofit school food service revenues to support a nonprofit nutrition program for the elderly, including a program funded under the Older American Act of 1965.

3. Net Cash Resources Limit

a. The SFA shall limit its net cash resources to an amount that does not exceed three months average expenditures for its nonprofit school food service. Section 3, "Net Cash Resources," of the June District Income and Expense Report must be completed at the end of the state fiscal year. Exception: RCCIs do not report Net Cash Resources. (Refer to "RCCIs Nonprofit Status" in this section.) This procedure allows the state agency to monitor the SFA's nonprofit status.

4. Calculation of Three Months Average Expenditures

a. The following procedure is used in determining three months average expenditures:

i. total all district expenses for the entire fiscal year, July 1 - June 30;

ii. divide total expenses by 9 and multiply by 3 to calculate the three months average expenditures;

5. Determining Net Cash Resources

a. The following procedure is used in determining net cash resources:

i. record cash on hand in school cafeterias and/or the central office that has not been deposited;

ii. add the latest reconciled operating-fund bank balance;

iii. add the total value of investments, including interest earned, certificates of deposit, money market funds, etc.;

iv. add the total of any accounts receivable such as outstanding reimbursement checks;

v. subtract the subtotal of any payables such as salaries earned but not yet paid, etc.

B. Excess Net Cash Resources

1. If the net cash resources exceed the SFA's three months average expenditures, the SFA must submit a written corrective action plan to the state agency with its June claim for reimbursement. The corrective action plan must describe actions for reducing net cash resources to no more than three months average expenditures and the time frame for effecting such reduction. If the plan is not approved by the state agency or is not implemented as approved, the reimbursement may be reduced or denied.

C. RCCI's Nonprofit Status

1. The state agency will monitor the nonprofit status of RCCIs by ensuring that the cost of providing meals to eligible children equals or exceeds funding received by the program from federal and/or state funds.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2105 (December 2001).

§307. Food Production

A. In order to receive reimbursement, the SFA shall demonstrate that meals and snacks meet the minimum requirements established for lunch, breakfast, and snacks. Sufficient records must be maintained on file at each school/central kitchen to document that reimbursable meals and snacks were served.

1. Menus

a. Cycle menus are required; they shall be planned in advance and implemented during the school year. Menu records must be maintained to reflect meals as planned and served.

2. Standardized Recipes

a. Standardized recipes shall be developed and used to prepare menu items. They must be maintained and available at each school/central kitchen.

3. Daily Food Production Records

a. Production records shall include sufficient information to evaluate each meal's /serving line's contribution to the meal patterns as specified in Federal Regulations 7CFR 210.10.

b. Daily Food Production Records of the school lunch/breakfast/snack programs shall be maintained up-to-date for each participating facility by the manager. At a minimum, these records must include the items listed below:

i. the number of servings planned according to serving size;

ii. each menu item served/offered, including condiments;

iii. major/key ingredient(s) for each menu component/food item if a Daily Issue/Withdrawal form is used (If a Daily Issue/Withdrawal form is not used, all ingredients must be listed.);

iv. the serving size(s) of each menu component/food item;

- v. the quantities of foods used;
- vi. the number of servings/quantities of foods leftover;
- vii. the number of persons served according to serving size and category, adult or student; and
- viii. the number of trays/plates used.

c. The state agency provides a prototype Daily Food Production Record. The SFA may develop its own form if the form contains the required information and the state agency gives prior approval.

B. Daily Issue/Withdrawal Forms

1. SFAs not costing on the Food Production Record must complete a Daily Issue/Withdrawal form for all ingredients used in preparing the breakfast, lunch, and snack menus. The state agency provides a prototype Daily Issue/Withdrawal Form. The SFA may develop its own form with the required information.

2. Daily Issue/Withdrawal records shall include sufficient information to evaluate the menus' contribution to the meal patterns as specified in Federal Regulations 7CFR 210.10.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2105 (December 2001).

§309. Daily Participation Report

A. Each facility, including satellite schools, operating under a separate site code, shall maintain daily participation records. At a minimum, these records must include:

- 1. data on the income received;
- 2. number of meals served according to the appropriate categories-free, reduced, and paid student meals/snacks;
- 3. contract meals;
- 4. at cost/visitor meals;
- 5. school food service employee meals;
- 6. school system employee meals; and
- 7. extra servings.

Schools participating in Special Assistance Certification and Reimbursement Alternatives—Provisions 1, 2, or 3—shall maintain participation records as specified in the Policy Statement for Free and Reduced-Price Meals. Information from the Daily Participation Report shall be submitted at the end of the month on the school system's Claim for Reimbursement.

B. The Daily Participation Report must be completed by the manager or food service clerk and must be accessible to the central office of the SFA following the month of operation. A prototype Daily Participation Report is provided by the state agency. The SFA may develop its own form if the required information is provided.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2106 (December 2001).

§311. Extra Sales Accountability

A. The SFA must ensure that schools implementing extra sales maintain a daily record of the number of servings of each extra sale item prepared, the number sold, the number leftover, the sale price, and the amount collected for each item sold that day. Schools that consistently sell only a few of the same extra items each day may be able to maintain the required information on a combination of the Food Production Record and Daily Participation Report. Schools that sell numerous extra sale items each month shall maintain a separate extra sales accountability form. The forms shall be submitted to the central office of the SFA monthly. A prototype Extra Sales Form is provided by the state agency. The SFA may develop its own form if the required information is provided.

B. For information on pricing extra sales, the SFA should refer to §337.Pricing for Extra Sales Items.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2106 (December 2001).

§313. Special Functions/Catering

A. The SFA may allow the school food service program to provide services beyond the established school lunch, breakfast, and after school snack programs. Special functions and/or catering activities shall not interfere with the preparation and service of student meals/snacks.

1. Use and Sale of Commodities

a. USDA commodities shall not be used in the preparation of any food item used in catering/special functions (for example, supplying refreshments for the PTA/PTO); however, commodities may be used in the preparation and sale of foods for any school related functions where the primary beneficiaries of the food are the students themselves. (Refer to Chapter 17.Commodities.)

2. Accountability

a. All records shall be maintained separately from the school lunch, breakfast, and snack records for a minimum of three years. A detailed record of food; labor; equipment and supplies such as paper, disposables, cleaning, etc.; and delivery costs must be maintained. All catering and special function records shall document the type of activity/event, school food service employees who worked, the number of hours they worked, and a completed Daily Food Production Record. The Daily Food Production Record shall include the number of meals planned and the foods and supplies used/purchased with accompanying costs.

b. School food service must be paid for all services, food, and supplies used in connection with/catering/special functions. The charges for any product or service must be sufficient to recover the full production cost (including commodities when allowed) plus a profit. At a minimum, these costs shall include food, labor (wages plus any

benefits), paper and nonfood supplies, transportation, utilities, etc. It is recommended that the SFA add a minimum of 10 percent to the total bill to ensure that all costs are recouped. All monies earned or received shall accrue to the school food service account. The collection and reporting of state and local taxes shall comply with regulations governing sales and use tax. To maintain a tax-exempt status and to avoid competing with the private sector of the community, each SFA should limit catering to schools, school-sponsored events, and nonprofit organization events. (For additional information, contact the nearest district office of the Louisiana Department of Revenue and Taxation, Sales Tax Division.)

c. Separate accounting records must be maintained for catered events. These records shall document all purchases and expenditures. All accounting practices must follow guidelines outlined in *Bulletin 1929—Louisiana Accounting and Uniform Governmental Handbook*. (For more information and requirements, refer to Chapter 7, §731 and §733.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2106 (December 2001), amended LR 29:2023 (October 2003).

§315. Rental of School Food Service Equipment

A. School food service programs that have purchased equipment not being fully utilized by school food service may choose to share this equipment with other school programs under a rental agreement. The fair market rental must be charged. Examples of equipment that school food service may rent to other programs include computer space/time, copy machines, trucks, etc.

B. Rental agreements between school food service and other school programs shall have prior written approval from the state agency. Equipment purchased with school food service funds must be used solely for school food service unless an approved rental agreement has been executed. The rental of school food service equipment to other programs must not interfere with the operation of the school food service program.

C. The rental agreement should contain, but not necessarily be limited to, the following:

1. a description of the equipment, including manufacturer's serial number;
2. the rental period;
3. the amount of time and hours the equipment is available for use;
4. the rental fee and payment procedures; and
5. a clause which allows for termination of the agreement should school food service require full use of the equipment.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2107 (December 2001).

§317. Allowable/Unallowable Program Expenses

A. The expenditure of program funds shall be limited to food, labor, and other allowable costs incurred in the operation of the overall school food service program. The expenditure of school food service funds for any items other than those specified or for which prior approval has been given by the state agency will necessitate an audit adjustment of the total amount of the expenditure.

B. The reimbursement from school food service funds to the Sponsor's general fund for apportioned costs occurring during the year will not be allowed at the end of the school year. Charges against the school food service program must be made each month as the expenses occur. In the event an expense occurs only at intervals, e.g., quarterly or semi-annually, the expenses must be charged against the school food service program at the time; and payment must be made from the school food service program account to the Sponsor at the time the expense occurs. Any deviation from this policy will necessitate repayment to the school food service program account of the full amount of the reimbursement.

1. Joint Expenses/Purchases

a. Sometimes it is in the best interest of the SFA to share the expenses or to purchase jointly items or services that will not be utilized solely by the SFA. Examples of such shared expenses are labor costs for time and effort devoted specifically to the school food service program and costs of shared equipment such as computers and copy machines.

b. Certain joint purchases made with program funds are allowable with prior written authorization from the state agency. A plan for allocation of costs will be required to support the distribution of any joint costs related to the school food service program. All costs included in the plan will be supported by formal accounting records, which will substantiate the propriety of eventual charges. The allocation plan should contain, but not necessarily be limited to, the following:

- i. the nature and extent of services provided and their relevance to the school food service program;
- ii. the items of expense to be included; and
- iii. the methods to be used in distributing costs.

c. After approval has been received, the plan for allocation of cost shall be retained at the central office for audit purposes. The cost allocation plan shall be retained for three years after the end of fiscal year in which the sharing ceases or the equipment is disposed.

2. Food

a. The actual costs for food used for the operation of the nonprofit school food service program is an allowable expense. (Refer to §323. Inventory of Food, and Cost of Food Used.) The Cost of Food Used form is used to calculate the monthly food cost. The costs for food used for all schools within the SFA are totaled and reported on the annual District Income and Expense Report.

b. If food is stolen, a police report must be maintained on file for audit purposes. Expenses for food

stolen are considered allowable costs only when a police report has been made.

3. Equipment

a. The acquisition cost of authorized equipment used directly in the food service operation, installation costs within the building, and the costs of repairs to such equipment are allowable program expenses. Purchases of equipment listed in this table need no prior state approval. (Refer to the Table of Authorized Large and Small Equipment, located in Chapter 13: Equipment.)

b. The purchase of other equipment not addressed in the table is sometimes necessary for the efficiency/effectiveness of the school food service operation. Such purchases, however, require prior approval from the state agency.

c. There are certain categories of equipment that are unallowable school food service expenses. Unauthorized equipment items are listed in Chapter 13: Equipment.

d. Initial equipment is the equipment that a sponsor is required to have to begin a school food service program. The replacement of worn-out initial equipment or the purchase of additional equipment is an allowable expense. (Refer to Chapter 13 for guidance on required initial equipment.)

e. The costs of disposition of antiquated or inoperable equipment are allowable expenses. (Refer to §323:Disposition of Equipment for Guidance.)

4. Labor and Benefits

a. Salaries and benefits for personnel who work full time for the school food service program are allowable costs. Salaries and wages of personnel who work part of the time for the school food service program and part of the time for other school programs must be allocated or prorated based on the actual hours worked for each program. Appropriate records of time spent on each program, as well as payroll records and job descriptions, must support the portion of costs reported as school food service expense. According to the United States Department of Agriculture (USDA), allowable costs include salaries, wages, and fringe benefits such as the employer's share of the contribution for retirement expenses and/or Social Security; employees accident, health, and life insurance plans; unemployment insurance coverage; worker's compensation coverage; and health examinations for employees. Fringe benefits may also include compensation for personal consumption or incentive bonuses for schools that meet preset participation/revenue, budget compliance, and maintenance of sanitation standards, low employee absenteeism. The standard for allowable expenditures of a nonprofit school food service is that they represent allowable costs under applicable federal cost principles and program regulations. The principles are established that items of employee compensation may be allowed to the extent these costs: are necessary and reasonable; are granted under established written procedures; are allocated, or charged, to federal awards (the nonprofit school food service account in this case) in a manner consistent with the pattern of benefits attributable to the employees whose salaries and wares are being charged.

That is, salaries and fringe benefits may only be assigned to the nonprofit school food service account to the extent that account is benefiting from these employees, and are consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the governmental unit. (Refer to USDA memo 2001-SP-04.)

b. The state agency recommends that labor expenses represent no more than 40 percent of the total school food service expenses. Labor costs should include all expenses paid to school food service personnel, including the central office, warehouse, and maintenance employees if paid with school food service funds. The payment for services of other school personnel, such as school secretaries, school bookkeepers, and school board members, is an unallowable expense. Extra monetary compensation to school administrators, teachers, custodial and janitorial personnel for services to the program is also unallowable.

c. Each SFA shall have a certified Child Nutrition Program (CNP) supervisor or director. Each individual school food service unit shall have a certified manager assigned to oversee the operation. A certified manager may be assigned to one or more sites. The use of program funds to pay the salaries or wages of uncertified supervisors/directors, managers, assistant managers, or food production managers is unallowable. The use of program funds to pay the salaries or wages of provisionally certified supervisors/directors and temporarily certified managers is allowable.

5. Utilities

a. The cost of utilities is an allowable expense when substantiated by separate meters or by documented technical estimates conducted by the utility company or an engineering or energy consultant. The expense of hiring a consultant to document the technical estimate is also an allowable program expense. A copy of the technical estimate shall be maintained on file for three years after the end of the fiscal year in which the estimate ceases to be in effect. The estimate should be updated as necessary.

6. Maintenance and Repair

a. Routine preventive maintenance and repair of school food service equipment are allowable expenses.

7. Materials and Supplies

a. Other materials and supplies purchased for direct use in the school food service program are allowable expenses. Some examples of these expenses are supplies such as napkins, straws, aluminum foil, freezer paper, plastic wrap, cleaning and washing supplies, first aid and safety supplies, pest control, garbage pickup, uniforms, employee safety belts, laundry expenses, meal tickets, I.D. cards, computer software, office supplies, postage, and printing.

8. Marketing

a. Promotional materials relating specifically to the education and marketing of the Child Nutrition Programs to students, parents, teachers and the community are an allowable expense. Documentation to support each purchase must be maintained.

9. Meetings, Training, and Nutrition Education Activities

a. The cost of supplies for instructing students and teachers within the school system in nutrition education is an allowable expense. The expenses incurred to provide in-service training for school food service employees are also allowable expenses. Such expenses include purchase and/or rental of audiovisual equipment, purchase of training materials and supplies, and rental of meeting facilities. Other costs incidental to attending meetings and receiving training are also allowable. Costs for meetings are allowable when the primary purpose of the meetings is the dissemination of technical information relating to the school food service program. (Refer to Paragraph 12.Travel in this section for further details.)

10. Rental of Building/Warehouse Space

a. The rental cost of space in privately owned buildings used specifically for the benefit of the school food service program is allowable when the state agency grants prior written approval.

11. Transportation

a. Expenses incurred for freight, cartage, express, postage, and other transportation costs relating either to goods purchased, delivered, or moved from one location to another are allowable. These expenses include transporting commodities, satelliting meals, and the delivery of purchased items.

12. Travel

a. Travel costs are allowable for expenses for transportation, lodging, subsistence, registration fees, and related items incurred by employees who are in travel status on official business incident to the school food service program. Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual cost incurred, or on a combination of the two. The method used shall be applied to an entire trip, and shall result in charges consistent with those normally allowed in like circumstances in non-federally sponsored activities.

b. The difference in costs between first-class and less-than-first-class air accommodations are unallowable except when less-than-first-class air accommodations are not reasonably available. Travel outside the state requires prior written approval from the state agency.

13. Insurance and bonding

a. Costs incurred for insurance coverage and premiums on bonds covering employees handling program funds are allowable expenses. Insurance types and the extent and cost of coverage will be in accordance with general state or local government policy and sound business practice. Contributions to a reserve for a self-insurance program approved by the state agency and by USDA are allowable to the extent that the type of coverage, extent of coverage, and the rates and premiums would have been allowed had insurance been purchased to cover the risks.

b. Actual losses that could have been covered by permissible insurance, through an approved self-insurance

program or otherwise, are unallowable. However, costs incurred because of losses not covered under nominal deductible insurance coverage provided in keeping with sound management practice, and minor losses not covered by insurance, such as spoilage, breakage, and disappearance of small equipment which occur in the ordinary course of operations, are allowable.

14. Legal Expenses

a. The costs of legal expenses required in the administration of the school food service program are allowable. Legal services furnished by the chief legal officer of the state or local government of his staff solely for the purpose of discharging his general responsibilities as legal officer are unallowable. Legal expenses for the prosecution of claims against the state or federal government are unallowable.

15. Membership Dues and Subscriptions

a. Payment of individual membership dues to professional organizations is an unallowable expense. The costs of books and subscription to professional and technical periodicals is allowable when related to the school food service program.

16. Printing and Reproduction

a. The costs for printing and reproduction services necessary for program administration including but not limited to forms, reports, manuals, free and reduced price meal applications, meal tickets, and I. D. cards are allowable expenses.

17. Advertising/Publication

a. Advertising and publication costs that are related to the school food service program are allowable expenses. Such advertising may include the following:

- i. formal advertisement of bids for the procurement of goods and services;
- ii. recruitment of program personnel;
- iii. disposal of scrap or surplus material;
- iv. announcement of free and reduced price meal applications; and
- v. publication of school menus.

18. Taxes

a. Taxes that the school food service program are legally required to pay are allowable expenses. These include state and/or local sales taxes.

19. Repayment of Loans

a. If it becomes necessary for a school food service (SFS) program to borrow money from the general fund to meet expenses, the repayment of this loan to the general fund is allowable provided the SFS program has financial resources to repay the loan within the same fiscal year. If the SFS fund cannot repay the loan in the current year that it was borrowed without ending the year in a deficit, then the loan ceases to be a loan and the SFS program is no longer obligated to repay the general fund.

b. Payment of interest by a SFS on loans from the general fund is prohibited.

20. Audit Services

a. The school food service program's share of audit expenses is allowable. (Refer to §333.Audit Requirements, for more information.)

21. Equipment Reserve Account

a. Contributions to a reserve for a major equipment replacement/purchase and/or lease program are allowable to the extent that total accumulated assets do not exceed an amount equal to the SFA's three months average expenditures. Since these funds are restricted, the equipment reserve account is not considered part of the SFA's operating balance. Interest that accrues to this account can be deposited to the school food service operating account or to the equipment reserve account. Equipment reserve funds must be itemized and reported with other net cash resources on the June District Income and Expense Report. This reserve for equipment replacement/purchase/lease shall remain part of the SFA's school food service account and shall be used solely for the replacement and/or purchase/lease of equipment for the school food service program. (Refer to §305.Nonprofit Status/Net Cash Resources.)

22. Bad Debts

a. Any losses arising from uncollectible accounts and other claims and related costs are unallowable.

23. Contributions and donations

a. Contributions, donations, payments of gifts, and gratuities made with school food service funds are unallowable.

24. Entertainment

a. Costs of amusements, social activities, and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation and gratuities, are unallowable.

25. Fines and Penalties

a. Costs resulting from violations of, or failure to comply with federal, state, and local laws and regulations are unallowable.

26. Interest and Other Financial Costs

a. Interest on borrowing, however represented, bond discounts, costs of financing and refinancing operations and legal and professional fees paid in connection therewith are unallowable.

27. Capital Expenditures

a. The costs of capital improvements to food service facilities are unallowable. Such expenses include the purchase of land, acquisition or construction of buildings, and alterations or additions to existing buildings. Those improvements that materially increase the value or life of the building itself are considered as capital expenditures.

28. Cafeteria Enhancement

a. Costs incurred to improve the appearance and overall environment in the school cafeteria are allowable to the extent that such improvements do not constitute capital expenditures. Allowable expenses include paint, wall coverings, decorator items, window coverings, floor coverings and screens.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2107 (December 2001), amended LR 29:2023 (October 2003).

§319. Accounting/Deposit of Funds

A. The Sponsor shall be responsible for separate accounting of all school food service funds. This separate accounting may be achieved by maintaining a separate school food service bank account. If the funds are deposited into a central account of the Sponsor, separate cost centers for various program revenues and expenses must be implemented. All money collected, earned or received, including interest on investments, must accrue to the school food service bank account or cost center. The authorized SFA representative must make all disbursements from the school food service bank account or cost center.

B. Schools shall deposit daily all school food service income collected. These funds may be deposited into individual school food service bank accounts and transferred twice a month or at the end of each month into the central school food service bank account. Schools may also deposit directly into the central school food service account. The amount collected each day must be recorded on the Daily Participation Report. A bank validated copy of the deposit slip must be retained on file.

C. Where there is no bank in close proximity to the school, upon request the state agency may approve less frequent deposits. In such instances, a deposit slip shall be completed for each day that money is collected. Deposits must be made at least once a week prior to the weekend and monies must be stored between deposits in a secure place at the school. Any losses that occur through theft must be verified by a complete police report of the incident.

D. All school food service funds must be deposited in financial institutions with federal depositors' insurance coverage such as FDIC or FSLIC. Any balance exceeding the federally insured coverage must be collaterally secured.

E. Since the funding source of NSLP, SBP, and SMP is predominately from public funds and depreciation is not required, Sponsors are encouraged to account for the program funds as a Special Revenue Fund. As a Special Revenue Fund, public school systems and residentials sponsored by public agencies shall comply with the Louisiana Local Government Budget Act.

F. Program cost accounting and reporting shall comply with the classification and coding system set forth in the latest revision of Bulletin 1929: Louisiana Accounting and Uniform Governmental Handbook for Local School Boards.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2110 (December 2001).

§321. Source Documents

A. The SFA shall maintain or cause to be maintained, for a period of three years after submission of the final claim for reimbursement for the fiscal year to which they pertain, full and accurate records of all operations pursuant to the agreement. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed.

B. The SFA shall submit monthly, during operating and non-operating months, to LDOE a report of program operations and Claims for Reimbursement System Participation Data and School Participation Data, for meals/snacks served to children in each school. The District Income and Expense Report shall be submitted annually at the close of the fiscal year. The SFA shall assume full responsibility for the accuracy of all claims and reports submitted.

C. Source documents for program operations include but are not limited to the following:

- i. all canceled checks;
- ii. agreements;
- iii. applications for free and reduced meals;
- iv. attendance factors;
- v. claim for reimbursement;
- vi. contracts or agreements to provide meals;
- vii. copies of deposit slips;
- viii. cost of Food Used Worksheets;
- ix. daily Food Production Records;
- x. daily Participation Reports;
- xi. direct certification documentation;
- xii. edit check documentation;
- xiii. employee time and attendance records;
- xiv. inventories, (physical, perpetual);
- xv. invoices for food, equipment, labor, and supplies;
- xvi. labor Budgets for RCCIs and private schools;
- xvii. letters from the state agency granting approvals or exemptions;
- xviii. master lists of approved eligibles with dates of approval and termination;
- xiv. meal equivalent factors;
- xx. policy statement documents;
- xxi. procurement documents;
- xxii. property management records;
- xxiii. severe need breakfast documentation;

xxiv. schedule A;

xxv. SFA monitoring documentation (breakfast, lunch and snacks);

xxvi. meal count documentation such as tickets and/or ticket stubs, checklists, etc.;

xxvii. Product Formulation Statements;

xxviii. verification documentation;

xxix. menus/recipes;

xxx. Nutrient Analysis (if applicable);

xxxi. Child Nutrition Labels (Food Based Menu Planning Option);

xxxii. Issue/Withdrawal Form (if costing is not entered on the Food Production Record).

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2110 (December 2001).

§323. Property Management Requirements

A. Inventory of Food

1. The first-in, first-out (FIFO) method of inventory usage is required. All food items shall be dated upon delivery and utilized on a first-in, first-out basis.

2. Physical inventories of food quantities stored in each school shall be completed on the last day of each month of operation. Purchased foods and USDA commodities must be inventoried separately.

3. Perpetual inventories of both purchased and USDA commodities shall be maintained daily in each school and reconciled with the physical inventories at the end of the month. The perpetual inventory may be maintained by a manual or a computerized system.

4. School systems that use a warehouse facility to store food must also maintain a daily perpetual inventory. A physical inventory of foods stored in the warehouse must be completed at least once every quarter and reconciled with the perpetual inventory.

5. Each SFA should develop its own physical and perpetual inventory formats that reflect food items normally purchased for its schools. Sample inventory forms for taking a physical inventory and maintaining a perpetual inventory are available from the state agency upon request.

B. Noncosted Physical Inventory

1. A noncosted physical inventory is a physical count of all unopened units of each item in stock that is recorded on an inventory form. To take a noncosted physical inventory,

a. prepare a form that lists all items in inventory and the unit size of each; include all items carried in the storeroom(s), refrigerators, freezers, and in the kitchen;

b. require that two people take the inventory, one to count and one to record;

c. using a blank inventory form, record the number of unopened single units in the storeroom(s), refrigerators, freezers, and in the kitchen; any single unit of food that has been opened during the month, but not completely used by the end of the month, should be counted as being used and should not be inventoried. (A single unit is defined as the smallest quantity of the food item; the smallest quantity is usually the purchase unit listed in the USDA Food Buying Guide, such as pounds or cans; the only exceptions to the single unit rule are large bulk units of staples--such as flour, rice, meal, etc.-- which may be inventoried by the pound or by the purchase unit; margarine may be withdrawn from the inventory by the case, and eggs may be withdrawn by the case or by the dozen.);

d. after taking the physical inventory, compare it to the perpetual inventory; if there are differences, recount those items; if the discrepancy remains, review the food production records, daily issue/withdrawal sheets (if kept separate from the Food Production Record 6), and/or invoices to determine whether amounts recorded in the perpetual inventory are correct; if the discrepancies cannot be resolved, notify the supervisor and adjust the perpetual inventory to reflect the actual counts on hand.

C. Costed Physical Inventory

1. A costed physical inventory is a physical count of all unopened units of each item in stock. The number and value are then recorded on an inventory form. To take a costed physical inventory, adhere to the following procedures:

a. As items are received, mark each case, box, can, bag, etc. with the unit cost. Repeat the steps as listed in this Section entitled "Noncosted Physical Inventory." In addition, record the cost of each unopened unit of food item in stock. If a food item has different costs on the units in stock, then the number of single units and the price must be recorded for each different cost.

c. After taking the physical inventory, compare it to the perpetual inventory. If there are differences, recount those items. If the discrepancy remains, review the food production records, and/or the daily issue/withdrawal sheets (if kept separate from the food production records), and/or invoices to determine whether the amounts recorded in the perpetual inventory are correct. If the discrepancies cannot be resolved, notify the supervisor and adjust the perpetual inventory to reflect the actual counts on hand.

d. After reconciling the physical inventory with the perpetual inventory, multiply the number of units of each item by the price per unit to obtain the total cost or value.

e. Total the costs of all items to obtain the total cost of the entire inventory. If food items are not exempt from state and/or local tax, the total cost of the inventory must be multiplied by the applicable tax percentage to determine the amount to be applied. Add the tax to the total cost of the inventory. If items are exempt, do not add any tax to the inventory cost.

D. Noncosted Perpetual Inventory

1. A noncosted perpetual inventory system records and maintains a daily balance for each item in stock. Items received are added to the balance on hand; the items withdrawn are subtracted. A manual or computerized system may be used to maintain a noncosted perpetual inventory system. To maintain a manual noncosted perpetual inventory, adhere to the following procedures listed below:

a. Complete an inventory page/card for each form and pack of each food item in inventory. Record items received, items issued, and the balance on hand. One card each would be used for the following:

- i. green beans, canned, whole, #10;
- ii. green beans, canned, cut, #10;
- iii. green beans, frozen, cut, 2# box; and
- iv. green beans, frozen, cut, 20# box.

b. When beginning a perpetual inventory, record the date and number of single units on hand for each item on the first line.

c. As items are received, mark the unit prices on each container. Record on the inventory cards the date and number of single units and add this amount to the balance on hand to calculate the current balance.

d. As items are issued or withdrawn from inventory, record the number and subtract this amount from the balance on hand to calculate the current balance. A listing of all items withdrawn from the inventory must be made each day so that those items will be posted correctly to the perpetual inventory. The manager may use either the food production record or an issue/withdrawal form to record the items. The state agency provides a sample daily issue/withdrawal form. It is not necessary to cost on the withdrawal forms. Systems may elect to use the food production record as the withdrawal record if all items withdrawn daily are listed.

e. At the end of the month, compare the perpetual inventory of each item on hand with the counts obtained from the physical inventory. (Refer to "Costed Physical Inventory" in this Section for procedures to reconcile inventories.)

2. To maintain a computerized noncosted perpetual inventory, adhere to the procedures listed below.

a. Complete a computer inventory record for each form and pack of each food item in inventory.

b. As items are received, enter the date and number of single units received into the computer record.

c. As items are issued or withdrawn from inventory, enter the date and number of single items issued or withdrawn into the computer record.

d. At the end of the month, compare the perpetual inventory balance of each food item to the counts obtained from the physical inventory. (Refer to "Noncosted Physical Inventory" in this Section for procedures to reconcile inventories.)

E. To maintain a computerized noncosted perpetual inventory, adhere to the procedures listed below.

1. Complete a computer inventory record for each form and pack of each food item in inventory.

2. As items are received, enter the date and number of single units received into the computer record.

3. As items are issued or withdrawn from inventory, enter the date and number of single items issued or withdrawn into the computer record.

4. At the end of the month, compare the perpetual inventory balance of each food item to the counts obtained from the physical inventory. (Refer to "Noncosted Physical Inventory" in this Section for procedures to reconcile inventories.)

F. Costed Perpetual Inventory

1. A costed perpetual inventory system records and maintains a daily balance and value for each item in stock. A manual or computerized system may be used to maintain the costed perpetual inventory. The items received and their costs are added to the balance on hand; and as items are withdrawn, the number and costs are subtracted.

2. To maintain a manual costed perpetual inventory, adhere to the procedures listed below.

a. Complete an inventory page/card for each form and a pack of each food item in inventory. The state agency provides a sample perpetual inventory card. One card would be used for each of the following:

- i. green beans, canned, whole, #10;
- ii. green canned, cut, #10;
- iii. green, frozen, whole, 2# box; and
- iv. green, frozen, cut, 20# box.

b. When beginning a perpetual inventory, record the date and number of single units on hand for each item on the first line. Also record the unit cost and total value of the item.

c. As items are received, record the date and number of single units and price per unit. Add this number of single units received to the balance on hand to calculate the current balance. When the items received have a different unit price, do not add to the balance on hand, but record the total amounts at each price. Multiply the unit price(s) by the balance(s) on hand to calculate the current total value.

d. As items are issued or withdrawn from inventory, record the number at each price and subtract these amounts from the balance(s) on hand to calculate the current balance(s) and the new total value.

e. At the end of the month, compare the perpetual inventory balance of each item on hand with the counts obtained from the physical inventory. (Refer to "Noncosted Physical Inventory" in this section for procedures to reconcile inventories.)

3. To maintain a computerized costed perpetual inventory, adhere to the procedures listed below.

a. Complete a computer inventory record for each form and pack of each food item in inventory.

b. As items are received, enter the date and number of single units received and price per unit into the computer record.

c. As items are issued or withdrawn from inventory, enter the date and number of single items issued or withdrawn into the computer record.

d. At the end of the month, compare the perpetual inventory balance of each food item to the counts obtained from the physical inventory. (Refer to "Noncosted Physical Inventory" in this Section for procedures to reconcile inventories.)

G. Cost of Food Used

1. The cost of food used each month is calculated from the value of costed inventories for all schools. The SFA has the option of costing either the physical or the perpetual inventories in order to determine the dollar value of the ending inventories.

2. At the end of the month, the cost of food used at each school for the month is calculated from the value of the beginning inventory plus the value of foods received, plus/minus any inventory adjustments and/or transfers, minus the ending inventory. The cost of food used is then adjusted to reflect the value of the inventory error from the previous month, if applicable. The state agency provides a copy of the Cost of Food Used Worksheet. At the end of each fiscal year, the cost of food used for all schools is consolidated and reported on the District Income and Expense Report.

3. If the Cost of Food Used Worksheet is computer generated, it should capture all of the information that is on the Cost of Food Used Worksheet provided by the state agency.

H. Property Management of Equipment

1. Adequate maintenance procedures shall be implemented to keep equipment in good condition.

2. Property records shall be maintained accurately. Records for each item of equipment with a unit acquisition cost of \$1,000 or more, with a useful life of one year or more, and purchased in whole or in part with school food service funds shall include the items listed below:

- a. a description of the equipment including manufacturer's serial number;
- b. an identification number, such as a school food service tag number or the manufacturer's serial number;
- c. the acquisition date and unit acquisition cost;
- d. the source of funding;
- e. the location, use, and condition of the equipment, and the date the information was reported; and
- f. all pertinent information on the ultimate transfer, replacement or disposal, including disposal date and sale price.

3. Every year a physical inventory of school food service equipment with a unit acquisition cost of \$1,000 or more with a useful life of one year or more shall be conducted and the results reconciled with the property records to verify the existence, utilization, and continued need. Any discrepancies between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the differences.

4. Adequate safeguards to prevent loss, damage, or theft of equipment shall be used. Any loss, damage, or theft of equipment shall be investigated and fully documented. The state agency may require a report of the circumstances.

I. Disposition of Equipment

1. The SFA may trade in existing equipment when acquiring replacement equipment.

2. Equipment that is antiquated or not useable shall be disposed of in the following manner. (This procedure may also be used when a SFA ceases to participate in the NSLP or SBP.)

a. The SFA shall actively seek to recover the highest possible return on equipment that is in good operating condition. Selling procedures shall be established to provide for adequate competition and for the highest possible return. To ensure maximum competition, the SFA shall publicly advertise and sell them to the highest bidder. All income shall be deposited in the school food service account.

b. If the SFA is unable to sell used equipment, efforts should be made to transfer the equipment to:

i. projects or programs supported by other federal grants or assistance agreements; or

ii. other programs that provide meals to children.

c. When unable to sell or transfer inoperable or used equipment, the SFA should attempt to sell the equipment to buyers of scrap materials following procedures that will provide maximum competition and result in the highest possible return to the school food service program.

d. If efforts to sell or transfer used equipment fail, the SFA may use school food service funds to have the equipment removed from school food service facilities and transported to the nearest legal disposal site.

3. For the disposal of equipment during bankruptcy proceedings, the SFA shall contact the Division of Nutrition Assistance.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2111 (December 2001), amended LR 29:2023 (October 2003).

§325. Donations

A. Donations of food, equipment, and money may be accepted to supplement the school food service program. These donations shall remain the sole property of the school food service program; they must be received without

solicitation or promise of favors to the donor. Donations may not be made by potential vendors.

B. To be used as reimbursable food components/items, donated food should be a required food/menu item as specified by the menu planning option chosen, be listed in the USDA Food Buying Guide or have a Child Nutrition (CN) label or a certified product formulation statement, and meet sanitation standards required by the Louisiana Sanitary Code.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2113 (December 2001).

§327. Retention of Records

A. All records, reports, inventories and source documents must be retained for a period of three years after submission of the final claim for reimbursement for the fiscal year to which they pertain. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed. Records for equipment with a unit acquisition cost of \$1000 or more, with a useful life of one year or more, and acquired in whole or in part with school food service funds shall be retained for three years after its final disposition.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2113 (December 2001).

§329. Access to Records

A. USDA and the Comptroller General of the United States, the Louisiana Legislative Auditor, LDOE, or any of their authorized representatives shall have the right of access to any books, documents, papers, or other records of the SFA which are pertinent in order to make audit examination, excerpts, and transcripts.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2113 (December 2001).

§331. Internal Control

A. Effective control and accountability for all program funds and for all real and personal property assets shall be maintained. SFAs shall adequately safeguard all such assets and shall ensure that they are used solely for authorized program purposes.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2113 (December 2001).

§333. Audit Requirements

A. SFAs that expend a total of \$300,000 or more a year in federal funds for all programs shall have a single or program-specific audit conducted in accordance with provisions of Circular A-133 Revised 1997: Audit of States,

Local Governments, and Non-Profit Organizations. Louisiana Revised Statutes 24:513 also require governmental audits and examinations of quasi-public entities as specified therein.

B. The SFA should make arrangements for an annual audit in accordance with Louisiana Revised Statutes 24:513. The audit shall be made by an independent auditor [the State Legislative Auditor or a Certified Public Accountant who is licensed to practice in Louisiana and who meets the independence standards specified in Generally Accepted Government Auditing Standards (GAGAS)]. The selection of an independent auditor is the SFA's responsibility, although the legislative auditor or the state agency can provide advice to those SFAs that have little or no experience in arranging for audit services.

C. In selecting an auditor, it is not necessary to implement a formal bid process, although the services must be obtained in an efficient and economical manner that provides maximum open and free competition. The SFA must provide an opportunity for small audit firms and audit firms owned and controlled by socially and economically disadvantaged individuals to submit proposals for the audits. The engagements are subject to oversight and approval by the Legislative Auditor.

D. The auditor must evaluate internal controls including an evaluation and written report on the SFA's internal accounting and administrative control systems over its federal financial assistance programs. The auditor must also determine whether the SFA has complied with laws and regulations governing the federally assisted program(s). The Auditor shall determine whether the financial statements and supplementary schedule of federal awards of the SFA present fairly its financial position, and whether the results of its financial operations are in accordance with generally accepted accounting principles. The audited financial statements/schedules must provide details relating to the financial position and results of operation of the Child Nutrition Programs.

E. One copy of the audit reports shall be sent to the Office of the Louisiana Legislative Auditor and two copies shall be sent to the Bureau of Internal Auditing, LDOE. Recipients of \$300,000 or more in federal funds shall also submit a copy of the audit report and Form SF-SAC: Data Collection Form within 30 days after its issuance to a central audit report clearinghouse. The address of the clearinghouse is:

Single Audit Clearinghouse
Bureau of the Census
Data Preparation Division
1201 E. 10th Street
Jeffersonville, Indiana 47132

F. A single audit report is due 9 months following the end of the SFA's fiscal year. The state agency is responsible for resolving findings resulting from the audit. Failure to comply with the audit requirements can result in suspension or termination of the agreement between LDOE and the SFA.

G. The SFA's prorata share of expenses of the single audit is an allowable expense. In agency-wide audits, the cost of the audit should be shared by the various funds audited on a per-hour basis. If total federal funding is less than \$300,000, no part of the audit may be charged to the non-profit school food service account.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2114 (December 2001).

§335. Computing Average Meal Cost

A. Each school system must use the average meal cost from the prior school year to establish meal charges for the current year of operation. If the school system sells extra food items, the cost and income generated from the extra sales must be taken into consideration when calculating the average cost of producing a breakfast and a lunch.

B. Computing Average Meal Cost for the Year

1. The following procedure is used to compute the average cost of lunch, breakfast and snacks:

a. determine the total lunches served during the prior year;

b. determine the total breakfasts served during the prior year and divide by two. Add this number to the total lunches served for the prior year;

c. determine the total snacks served during the prior year and divide by five. Add this number to the total lunches and breakfast served for the prior year;

d. if the school system sold extra food items, divide the extra sales income for the year by the meal equivalent factor (which is the average cost of the meal) (refer to §339, Meal Equivalent Factor);

e. add the meal equivalents obtained in Subparagraph d to the number of lunches, breakfasts and snacks served in Subparagraph c. The sum of these numbers will be the number recognized as total meals served for the year;

f. divide the total expenses (including the cost of purchased food and the value of commodities) for the prior school year by the total number of meals served in Subparagraph e to obtain the average lunch cost;

g. Divide the average lunch cost obtained in Step f by two to obtain the average breakfast meal cost.

h. Divide the average lunch cost obtained in Step f by five to obtain the average snack cost.

C. Calculating Average Meal Cost For A Month

1. Some SFAs may want the average meal cost data on a more frequent basis. To calculate the average meal cost for each month, the SFA shall follow the same procedures as outlined in computing meal costs for the year, with the exception of using individual month expenses and meal counts. Extra sales income for the same time period or month shall be used to calculate the monthly meal equivalents.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2114 (December 2001), amended LR 29:2024 (October 2003), LR 31:1972 (August 2005).

§337. Establishing Meal/Snack Charges and Extra Sales Prices

A. Meal and Snack Pricing Procedures

1. School systems shall use the following methods to calculate meal and snack charges.

a. Student

i. Full-Price Student Meals

(a). Different meal charges may be established for elementary and secondary grade levels and for variation meals. No student shall be requested to pay more than the actual cost of the lunch, breakfast, and/or snack, less the amount of reimbursement paid to the sponsor from federal funds.

ii. Reduced Price Student Meals

(a). The price charged for a reduced price lunch shall be less than the full price of the lunch and shall be \$0.40 or lower. The price charged for a reduced price breakfast shall be less than the full price of breakfast and shall be \$0.30 or lower.

(b). The price of a reduced price meal may vary within the maximum limit of \$0.40, provided there is no discrimination in the establishment of the charge. For example, it is permissible for the charge in high schools to be higher than the charge in elementary schools.

b. Student Snacks

i. Full Price Student Snacks

(a). A student not qualifying for the free rate shall pay the snack price established by the SFA. No student shall be requested to pay more than the actual cost of the snack, less the amount of reimbursement paid to the sponsor from federal funds.

ii. Reduced Price Student Snacks

(a). The amount charged for a reduced price snack shall be less than the full price of the snack and shall be \$0.15 or lower.

c. Nonstudent Meals and Snacks

i. The average cost of the lunch, breakfast, and snack from the prior school year is used to determine meal/snack charges for non-student meals/snacks. (Refer to §335.Computing Average Meal Cost). Neither federal reimbursement nor children's payments can be used to subsidize nonstudent meals/snacks. Persons eligible to purchase meals/snacks in the school food service department are paid employees of the local school system; and visitors working with the school program such as contractors, volunteers, parents, guardians, grandparents, siblings, and non-school age children. federal reimbursement received by schools is based on the number of lunches, breakfasts, and

snacks served to students; no reimbursement or commodities are provided for meals served to adults, visitors, or other nonstudents.

d. School System Employee Meals and Snacks

i. The minimum charge for employee meals shall be the average cost of the meal in the school system plus the value of USDA entitlements and bonus donated foods used to prepare the meal. The minimum snack charge for employees shall be the federal free snack reimbursement rate.

(a). The revenues listed below may be used to defray paid employee meal costs.

(i). full or partial adult revenues;

(ii). State or local Minimum Foundation Funds (MFP) contributions from the general fund which are above the state revenue match requirement; and

(iii). payroll funds and/or funding from voluntary agencies.

e. Other Non-student Meals and Snacks

i. All visitors shall pay the average cost of the meal in the school system, plus the per-meal value of USDA commodities. For snacks, the minimum charge for a visitor shall be the federal free snack reimbursement rate. Visitors that are required to pay this price include parents and non-school age children.

f. Contract Meals

i. A school system that contracts to provide meals to other institutions and/or non-school programs such as Head Start, daycare and elderly feeding must charge, at a minimum, the average meal cost plus the current per meal value of USDA commodities, which is the at-cost price. An additional charge for administrative expenses, such as transportation, packaging, etc., and a profit margin may be added at the discretion of the school system. A copy of each year's written contract or agreement shall be maintained on file in the central office for review or audit.

g. Meal Payment Policies

i. In accordance with Act 209 of the 1956 regular session of the Louisiana Legislature, each school shall post meal charges in a prominent place in the food service area and all participants shall pay the appropriate cost. The students' ability to pay is determined through the free and reduced price meal application process. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced price students. Regulations do not prohibit a school system from denying a meal to paying students who have not paid for the meal. All eligible adults except site-based food service employees and certain volunteer personnel in the individual school kitchens/cafeterias shall pay for their meals.

h. Collection Policies

i. Under-collections for the sale of meals and snacks will necessitate an audit exception; furthermore, any under-collection must be recovered from other sources and deposited in the school food service account. Although non

sufficient funds (NSF) checks given to cover the cost of student meals are considered a part of the total cost of producing meals, each SFA must establish a policy regarding the handling of NSF checks. The system should limit the number of NSF checks a household may issue before requiring payment by cash or money order. When the bank returns an NSF check, the household should be required to pay, in cash, the amount of the check and the bank handling charge. When a tuition fee in nonpublic schools includes the costs of school lunch, breakfast, snack or milk, these funds shall be collected and deposited to the school food service account as received.

i. Pricing for Extra Sales Items

One of the purposes of implementing extra sales is to generate additional income, which can help to finance the school food service program. The full cost of producing the extra sales items, including food, labor, supplies, etc., plus a profit shall be realized. No item may be sold at a price that results in a loss to the food service program. Proper accountability for extra sales shall be maintained and all income received must accrue to the school food service account.

Several factors should be considered and identified when establishing the sale price of an extra item:

(a). the raw food cost of the item including the costs of purchased ingredients and the value of USDA commodity ingredients;

(b). labor expenses for the preparation of extra items;

(c). container costs, if using disposables;

(d). other costs, such as administrative expenses, cleaning supplies, energy costs, and wear and tear on equipment used in the preparation of extra items;

(e). the profit margin desired;

(f). the costs of similar items in local eating establishments; and

(g). the students' ability to pay.

iii. The SFA may find it easier to implement extra sales if an average sale price for each category of menu items is established: for example, one average price is calculated for Entree Combos, Vegetable/Fruits, Desserts, Beverages, etc.

iv. Averaging sale prices will result in more profit on some items than others. The school system, after determining which are its high-profit items, may want to spend more time in merchandising or promoting these items. The school will want to limit the number of times expensive items are offered.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2114 (December 2001), amended LR 29:2024 (October 2003), LR:31:1872 (August 2005).

§339. Meal Equivalent Factor

A. SFAs may sell food items to individuals who have received a complete meal. Each school system that sells extra food items, including milk, juice, and bottled water, must establish a meal equivalent factor.

B. The meal equivalent factor for each SFA is defined as the average cost of the meal for the previous school year.

C. The meal equivalent factor is established annually and is reported at the end of each fiscal year on the District Income and Expense Report. The meal equivalent factor will be used to convert the revenue received from extra items sold into meal equivalents. To calculate meal equivalents for the year, divide the total income from extra sales for the year by the meal equivalent factor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2116 (December 2001), amended LR 29:2024 (October 2003).

§341. Claim for Reimbursement

A. Each SFA shall submit a monthly claim for reimbursement in order to receive reimbursement for meals served. The Claim for Reimbursement/System Participation Data and Claim for Reimbursement/School Participation Data are forms used to report the claims data. The District Income and Expense Report shall be submitted by July 25 after the close of each fiscal year on June 30th. These forms and instructions are provided by the state agency. SFAs that wish to design their own claim forms shall obtain prior written approval from the state agency to ensure that the order of reporting and the information being reported are correct.

B. Reimbursement Procedures

1. Federal reimbursement for meals served to eligible students shall be paid at the current assigned rates and shall be paid only for lunches, breakfasts, and snacks meeting requirements. Reimbursement shall be made for only one lunch, breakfast, and snack served per child per day and cannot be made for any meals served to adults.

2. The state agency must be contacted in advance regarding reimbursement for meals served for any days or extended summer sessions beyond the normal school year.

3. Participation data must be reported on the single calendar month basis: for example, if the SFA serves meals for fewer than ten days in August, it must submit a Claim for Reimbursement/System Participation Data and a Claim for Reimbursement/School Participation Data by September 10. Any corrections or revisions to the System Participation Data must be submitted along with the School Participation Data.

4. The Claim for reimbursement system and school participation data shall be postmarked or submitted to the state agency no later than 60 days following the last day of the month covered by the claim. Claims not postmarked and/or submitted within 60 days shall not be paid unless authorized by the state agency. A one-time exception for late

claim submission may be allowed by the state agency every 36 months with proper written justification.

5. After the 60 day period, upward adjustments for underclaimed errors shall not be made unless authorized by the state agency following a review or audit. Downward adjustments for overclaimed errors shall always be made regardless of when the error is discovered.

6. A valid Claim for reimbursement has not been submitted until the District Participation Data and the Claim for Reimbursement, School Participation Data have been accurately completed and received by the Division of Nutrition Assistance.

7. In submitting a claim, the authorized SFA representative shall certify that the claim is true and correct, that records are available to support the claim, and that payment has not been received. Reporting of income and expenditures shall be in accordance with the system of accounting established by the state agency.

C. Claim for Reimbursement, District Participation Data

1. The District Participation Data form shall be submitted by the 10th of the month following the month of operation. Monthly participation data from each school covered by the claim, including satellite schools, shall be reported on this form.

a. The total number of free, reduced price and paid student meals/snacks served at each school shall be reported.

b. The current number of free and reduced price eligibles as well as the number of days that meals/snacks were served shall also be reported. This form shall also report the total number of meals/snacks, by category, served in all schools under the jurisdiction of the SFA during the month of operation.

c. The District Participation Data form includes general data such as the number of schools/sites participating in the NSLP SBP, and snacks; the number of days that meals/snacks were served; the average daily student participation; the average daily student attendance; and the number of approved free and reduced price applications/direct certification determinations for the month of operation.

d. The form shall be resubmitted only if an error in the report submitted on the 10th has been discovered. In this event, the District Participation Data form should be resubmitted and the "Amended" box checked.

D. Edit Check

1. Prior to the submission of the monthly claim, an edit check of the number of free, reduced price and paid meals claimed must be performed to ensure the accuracy of data reported on the claim for reimbursement. Instructions to complete the edit check can be found on the instructions for the Daily Participation Report.

E. District Income and Expense Report

1. The District Income and Expense Report shall be submitted by the 25 of the month following the close of each fiscal year on June 30. This form shall be used to report the

total annual income and expenses for the SFA. Net cash resources shall also be reported on the District Income and Expense Report.

F. Income/Reimbursements

1. All income collected/received for the fiscal year (July-June) by the SFA shall be reported. All income from extra sales shall be separated from other payments so that the total number of meal equivalents may be calculated. The federal reimbursement earned and the state funds received for the fiscal year shall be reported. Any funds received from loans to the school food service program during the fiscal year are reported as "Income."

G. Commodities Received

1. The value of USDA Commodities received during the fiscal year, the federal reimbursement earned, and the state funds received for the fiscal year shall be considered income and reported annually on the District Income and Expense Report. (Refer to the instructions on the District Income and Expense Report for guidance in reporting.)

H. Expenses

1. Food Used

a. The Cost of Food Used Worksheet is prepared monthly to calculate the actual cost of food used in every school that prepares food. At the close of each fiscal year, the cost of purchased food used in all schools for the fiscal year, the federal reimbursement earned, and the state funds received for the fiscal year shall be tabulated and reported as food used in the expense section of the District Income and Expense Report. The Cost of Food Used form and instructions are provided by the state agency.

2. Labor and Benefits

a. Total expenses for labor to the school food service program for the fiscal year shall be reported in the fiscal year the expenses are incurred. SFAs must report on the June District Income and Expense Report, the July and August labor expenses for employees who earn salaries during the school year but who are paid over a 12 month period. An accounts payable ledger should be established to justify the payment of these wages during the nonoperational summer months. Administrative salaries earned and paid on a 12 month basis shall be reported in the month paid.

3. Equipment

a. The costs of equipment shall be reported as expenses in the fiscal year that the equipment is received and invoiced. Any outstanding invoices on equipment received will be reported as an expense in the fiscal year received, and encumbered as an accounts payable. These expenses include costs for both large and small equipment.

4. Loans

a. In the event the food service account must borrow operational funds from the General Fund to meet expenses, the repayment of this loan is an allowable expense. If the SFS does not have the financial resources to repay the loan within the same fiscal year, the SFS is no longer obligated to repay the general fund. (Refer to

§301.State Assistance, and §317.Repayment of Loans.) Revisions should be made to the SFS account and the general fund accounting ledger to off-set the loan and to report it as an expense.

5. Other Direct Costs

a. The costs of utilities, such as gas, electricity, and telephone, are reported as expenses in the fiscal year they are invoiced. All other direct costs, such as utensils, paper, cleaning supplies, training expenses, etc., are reported in the month the items are received or incurred. The state agency recommends that these costs not exceed 20 percent of the total expenditures.

I. Reporting Refunds/Rebates

1. Student Refunds

a. Any unused prepayment for student meals is the property of the family/household making the payment.

b. The family must be notified of the unused meal prepayment amount and given an opportunity to collect the funds. The refunds for these student meals would be subtracted from income. If the family does not collect the refund, the meal prepayment may be carried forward to the next school year.

2. Product Rebates

a. A refund/rebate for a product should not be shown as income, but should be subtracted from the original cost of the item or the total purchases.

3. Reporting Thefts

a. The theft of money, USDA commodities, or purchased food, etc. should be reported immediately to the local law enforcement agency. The amount of money stolen should be reported on the District Income and Expense Report as "Other Direct Costs," and listed as "Theft." Any money recovered in the fiscal year that it was stolen shall be applied to the reduction of the loss. Any outstanding amount recovered in a subsequent year shall be reported in the fiscal year of recovery as "Other Income," and listed as "Recovery of Theft."

4. Net Cash Resources

a. The net cash resources of the SFA shall be reported on an annual basis each year on the Income and Expense Report. Residential Child Care Institutions should not complete this section of the Income and Expense Report. The purpose of this reporting is to ensure that the SFA maintains a nonprofit status. (Refer to §305.Nonprofit Status/Net Cash Resources, for further information.) To calculate net cash resources, adhere to the procedures listed below.

i. Report any cash on hand in school cafeterias and/or the central office that has not been deposited.

ii. Add the latest reconciled operating-fund bank balance.

iii. Add the total value of investments including interest earned, in certificates of deposit, money market funds, etc.

iv. Add the total of any reserve accounts for self-insurance.

v. Add the total of any reserve accounts for equipment.

vi. Add the total of any accounts receivable such as outstanding reimbursement checks.

vii. Deduct from the subtotal any payables. Examples of payables are salaries earned during the nine months of operation but remaining to be paid during the summer and any unpaid bills for the current fiscal year. Unpaid telephone and utility bills are not reported as accounts payable because they are reported as expenses only when invoiced. Any item reported on the June Income and Expense Report as accounts payable shall also be reported in the appropriate category of the Claim for Reimbursement, System Data Report as an expense and shall not be reported on future claims.

viii. Total the value from all commodity invoices received during the fiscal year and report in the income section of the System Data Report.

b. As of June 30, the District Income and Expense Report may differ from the annual financial statements included in the general purpose financial statements of the school board. This difference is due to the fact that the District Income and Expense Report is prepared using a method similar to cash flow, while the annual financial statement of the school board is prepared on a modified accrual or accrual basis of accounting.

c. The state agency will verify net cash resources when audits are conducted. Adjustments will be made if necessary to reconcile these figures.

5. School Participation Data, SFS-8C

a. The School Participation Data Report shall be submitted by the 10th of the month following the month of operation. Monthly participation data from each school covered by the claim, including satellite schools, shall be reported on this form. The total numbers of free, reduced price and paid student meals/snacks served/at each school shall be reported. The number of currently approved free and reduced price meal applications/direct certification determinations and the number of days that meals/snacks were served are also reported. If any information submitted on the School Participation Data changes the Claim for Reimbursement, System Participation Data and an amended Claim for Reimbursement must be submitted along with the School Participation Data.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2116 (December 2001), amended LR 29:2024 (October 2003).

§343. Severe-Need Breakfast

A. The USDA established severe-need funding for breakfast for schools serving a large percentage of needy students with the idea that the increased funding would permit the serving of more nutritious breakfasts. Severe-need funding is approved on a school-by-school basis.

Within the SFA, some schools may be eligible to apply for severe-need funding and others may not.

B. SFAs may apply to receive severe-need funding for schools meeting the severe-need criteria.

C. The state agency shall pay the severe-need reimbursement rate throughout the school year to schools approved to participate.

1. Criteria for Application

a. Each school must meet the criteria provided below.

i. Forty percent or more of the lunches served to students during the second preceding year shall have been served free or at a reduced price.

ii. The school is participating in or desiring to initiate a breakfast program.

2. Application Form

a. Application for severe-need rates for schools already on the breakfast program, or for those schools now eligible for severe-need breakfast programs, must be made by completing the annual Schedule A Form. This form is submitted on the Child Nutrition Program website with the online application process.

3. Reimbursement Payments

a. For any school year, severe need reimbursement payments shall be the number of free and reduced price breakfasts, respectively, served to children in eligible schools, multiplied by the applicable severe need reimbursement rates.

b. Schools approved for severe-need funding shall file claims monthly and will receive funding on a monthly basis.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2118 (December 2001), amended LR 31:1872 (August 2005).

§345. Residential Child Care Institutions

A. Residential Child Care Institution (RCCIs) have the responsibility for the care and feeding of institutionalized children seven days per week including three meals plus snacks. RCCIs that operate on a continuing basis may receive reimbursement for eligible meals served any day that the institution has been approved to operate its services.

B. Expense Allocation. Because of the complexity of serving three meals per day plus snacks, certain modifications to recordkeeping and financial reporting must be made. Program expenses are allocated or prorated as described in §349.Recordkeeping For RCCIs and Boarding Schools.

C. Severe-Need Breakfast

1. RCCIs meeting the severe-need criteria may apply for severe-need funding. RCCIs are required to meet the same eligibility criteria as public or nonpublic schools. Application shall be made by completing the Application for

Severe-Need Breakfast Reimbursement and submitting it to the state agency by July 1 of each school year. This form is available from the state agency. (Refer to §343.Severe-Need Breakfast, for eligibility requirements.)

2. RCCIs approved for severe-need funding shall receive the severe-need breakfast reimbursement rate throughout the school year. At the end of the school year, the RCCIs claiming severe-need must provide documentation of expenses for the breakfast program. If expenses do not equal or exceed the severe need reimbursement received, the RCCI shall be required to pay back the excess reimbursement, which is the difference between the severe-need reimbursement and the greater of:

a. the cost of producing free and reduced price breakfasts; or

b. the regular breakfast reimbursement.

3. RCCIs approved for severe-need funding shall be permitted to allocate expenses to the breakfast program. This approval is accomplished by the RCCIs completing the Documentation of Annual Breakfast Expenses For Severe-Need Funding for RCCIs. This form shall be completed and submitted to the state agency with the June claim for reimbursement. If excess reimbursement has been received, a repayment check made payable to the LDOE must accompany the June claim.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2119 (December 2001).

§347. Boarding Schools

A. Eligibility

1. Boarding Schools operating under public or nonprofit private ownership in a single building or complex of buildings are eligible to participate in the NSLP and SBP if they are exempt from tax under the Internal Revenue code as amended.

2. Boarding schools serving three meals per day, seven days per week, can claim reimbursement for only one lunch and/or breakfast per child served on regular school days, five days per week. If the weekend is considered an extension of the weekday educational activities, weekend meal reimbursement may be received if prior approval has been granted from the state agency.

B. Expense Allocation

1. The same regulations that apply to public schools with regard to the operation of the NSLP and SBP also apply to boarding schools. However, because of the complexity of serving three meals per day plus snacks, certain modifications to recordkeeping and financial reporting must be made. Boarding schools shall follow the same procedures as RCCIs in recordkeeping. Program expenses are allocated or prorated as described in §349.Recordkeeping for RCCIs and Boarding Schools.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2119 (December 2001).

§349. Recordkeeping for RCCIs and Boarding Schools

A. RCCIs and boarding schools shall follow a modified financial reporting and recordkeeping procedure in submitting claims for reimbursement. Monthly program expenses for reimbursable breakfasts, lunches, and snacks served five days or, if eligible, seven days per week can be allocated or prorated according to the monthly percentage of reimbursable meals to nonreimbursable meals. A daily participation report of all meals and snacks served shall be maintained as well as the number of reimbursable breakfasts, lunches and snacks served. The Expense Allocation Worksheet shall be used to allocate expenses to be reported on the Claim for Reimbursement, District Income and Expense Report. These forms are provided by the state agency.

B. RCCIs and boarding schools must abide by the policies listed below.

1. Allowable/Nonallowable Expenses

a. The same policy on allowable/nonallowable expenses for the breakfast and lunch programs that apply to school programs shall apply to RCCIs and boarding schools. (Refer to §317. Allowable/Unallowable Program Expenses.)

2. Daily Food Production Form

a. Separate Daily Food Production Forms, for breakfast, lunch, and snacks shall be maintained.

3. Accountability of Meals/Snacks

a. There shall be a system to count and document the number of reimbursable meals/snacks served each day. In addition, the number of suppers, nonreimbursable snacks, and nonreimbursable breakfasts and lunches served must be recorded daily in order to allocate costs for the school food service program properly. These participation records are maintained on the RCCI Daily Participation Report.

4. Financial Accountability

a. RCCIs and boarding schools may keep a separate bank account for food service revenue and expenses, Since food and supplies must be purchased for suppers and nonreimbursable snacks/meals, some RCCIs and boarding schools may prefer to combine monies received and expended for the subsidized meals with the institutions' or schools' general funds. In such instances, separate cost centers for food service revenue and expenses shall be maintained. The records shall show that the expenditures for production and service of the subsidized breakfasts, lunches and snacks meet or exceed the reimbursement received for such meals.

5. Cost of Food Used

a. RCCIs and boarding schools may use purchased food invoices to obtain the cost of food used for the month of operation. This amount shall then be transferred to the Expense Allocation Worksheet, to allocate food cost to the school food service program.

6. Inventories

a. Any RCCI or boarding school that withdraws from a central warehouse must maintain a perpetual inventory of warehouse foods. (Refer to §323.Costed Perpetual Inventory, for more information.)

7. Source Documents

a. RCCIs and boarding schools must abide by the same policies as school programs in relation to source documents. (Refer to §321.Source Documents, for more information.)

8. Property Management

a. The same policies on property management of equipment purchased with program funds that apply to schools apply to RCCIs and boarding schools. (Refer to the §323.Property Management Requirements for more information.)

9. Retention of Records

a. The same policies on retention of records that apply to schools apply to RCCIs and boarding schools. (Refer to §327.Retention of Records, for further information.)

10. Access to Records

a. The same policies relative to access of records that apply to schools apply to RCCIs and boarding schools. (Refer to §329.Access to Records, for more information.)

11. Internal Control

a. Effective control over and accountability for all program funds, and for real and personal property assets shall be maintained. RCCIs and boarding schools shall adequately safeguard all such assets and shall ensure that they are used solely for authorized program purposes. (Refer to §331 for more information.)

12. Audit Requirements

a. RCCIs and boarding schools expending a total of \$300,000 or more a year in federal funds for all programs shall have a single or program specific audit conducted in accordance with the provisions of Circular A-133. (Refer to §333.Audit Requirements, for more information.) The cost for any audits performed of RCCIs or boarding schools in which total federal funds expended in a year are less than \$300,000 may not be paid from federal school food service program funding.

b. If a participating RCCI or boarding school has federal expenditures of less than \$300,000 in a fiscal year, it shall annually report this information to the Louisiana Department of Education, to ensure compliance with federal audit requirements.

c. Circular A-133 Subpart A §105 defines recipient or sub-recipient. The main criteria for determining if an RCCI or boarding school is a recipient or a sub-recipient of federal funds is compliance with federal program requirements as a criteria of receiving and expending the federal funds.

13. Nonprofit Status

a. Residential Child Care Institutions

i. The nonprofit status of a residential child care institution is ensured when the cost of providing meals to eligible children equals or exceeds funding received by the program from federal and/or state sources. (Refer to §305.Nonprofit Status/Net Cash Resources, for further information.)

14. Boarding Schools

a. Boarding schools shall maintain a nonprofit school food service program; they must observe and follow the same limitations on the use of nonprofit school food service revenues as public and nonpublic schools. (Refer to §305.Nonprofit Status/Net Cash Resources, for further information.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2120 (December 2001), amended LR 28:1737 (August 2002), LR 29:2024 (October 2003).

§351. Resolution of Financial Obligations Established by Program Reviews, Audits, or Other Compliance Reviews

A. Fiscal Action. A School Food Authority that fails to implement corrective action as required in the state agency's written notification after any compliance review shall be subject to the following.

1. All or a part of the SFA's school food service program payments will be withheld until adequate documentation of corrective action is received by the state agency; or

2. Written notification to the SFA of required fiscal action, that will include:

a. the amount, and reason for any payment due to the state agency as a result of the compliance review;

b. the amount owed shall be extended back to the beginning of the school year or that point in time in the current school year when the infraction first occurred;

c. the amount owed may extend back to previous school years, as applicable, based on the severity and longevity of the problem;

d. the appeal procedures. (Refer to the Louisiana Administrative Code, Title 28 EDUCATION, Part I. Board of Elementary and Secondary Education, Chapter 9, Subchapter B. State Plans, §943.Louisiana Child Nutrition Program Regulations, B.2. Louisiana Child Nutrition Programs Appeals Procedures).

3. Fiscal action includes, but is not limited to, the recovery of overpayment through direct assessment to the SFA, withholding from future claims for reimbursement, submission of a revised claim for reimbursement, correction of SFA records to ensure that unfiled claims for reimbursement are correct when filed, and disallowance of funds for failure to take corrective action.

B. Collection Procedures. All unpaid financial obligations that are assessed to a school food authority by the state agency will be referred to the Louisiana Department of Justice (DOJ), Attorney General for collection, unless a satisfactory repayment schedule has been approved by the state agency and payments are current.

1. All accounts referred to the DOJ Collections Section shall be subject to collection fees of thirty-three and one-third per cent (33 1/3 percent) in addition to the unpaid obligation due at the time of payment.

2. Once referral of an unpaid obligation is made to the DOJ, there will be no negotiation with the state agency. All future correspondence related to the unpaid obligation will be with the DOJ Collections Section.

C. Resolution of SFA financial obligations will occur upon full repayment to the state agency and/or all collection fees due the DOJ.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2120 (December 2001).

Chapter 5. Free and Reduced Price Meals

§501. Purpose

A. School Food Authorities (SFA) participating in the National School Lunch and Breakfast Programs and utilizing USDA commodities are required to serve free and reduced price meals to students determined eligible by the current Income Eligibility Guidelines.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2121 (December 2001), amended LR 29:2025 (October 2003).

§503. Policy Statement

A. Requirements for a Pricing Program

1. A pricing program is one in which a separate identifiable charge is made for meals served to participants. A permanent policy statement setting forth conditions for serving free and reduced price meals is entered into between the SFA and the state agency. The documents listed below are part of the permanent agreement; they must be maintained, updated and submitted to the state agency when adjustments or amendments are made and when requested by the state agency.

a. a public release/announcement to the community of the SFAs meal prices for the upcoming school year and the intent to offer free and reduced price meals to eligible students;

b. income eligibility guidelines for the current school year and other documents or provisions that contain the eligibility criteria for free and reduced price benefits;

c. the free/reduced price meal application form with instructions (single or multi-child application);

- d. the letter to households regarding application for benefits;
- e. the direct certification notice, if applicable;
- f. a copy of the notification letter to households regarding application for benefits (Meal Benefits Notice);
- g. the collection procedure and accountability statement;
- h. changes in approved collection procedures and/or collection procedures for new schools, if applicable;
- i. the notice of selection for verification and other forms of supporting documentation to assist in verification which include the following:
 - i. acceptable verification documents;
 - ii. social security numbers;
 - iii. a letter for food stamp/Family Independent Temporary Assistance Program (FITAP) office to complete;
 - iv. a letter for social security office to complete;
 - v. a letter for employer to complete.
- j. the Benefit Change/Termination Notice;
- k. the SFA letter to FITAP Office;
- l. the SFA Guidance/Acceptable Income Documentation to assist household selected for verification in gathering income information;
- m. verification documentation results;
- n. verification summary report;
- o. the applicable School Meals Initiative Option(s) for the current school year and applicable attachments demonstrating lunch/breakfast/snack patterns and Nutrient Standards;
- p. the Authorized Representatives of the SFA;
- q. the Warning Statement of Criminal Provisions and Penalties; and
- r. changes made necessary by law/regulations.

2. A copy of the approved Free and Reduced Price Policy Statement shall be kept on file in the central office of the SFA. All personnel responsible for the administration and supervision of the program must be thoroughly familiar with the policy statement to ensure compliance with program regulations. In fulfilling its responsibilities, each pricing SFA:

- a. agrees to serve meals free to children from families whose income is at or below the free scale of the Income Eligibility Guidelines;
- b. agrees to serve meals at a reduced price to children from households whose income is at or below the reduced price scale of the Income Eligibility Guidelines;
- c. agrees that there will be no physical segregation of or any other discrimination against any child because of inability to pay the full price of the meal; the names of the children eligible to receive free or reduced price meals shall

not be published, posted, or announced in any manner; and there shall be no overt identification of any such children by use of special tokens, tickets or any other means. Further assurance is given that children shall not be required to do the following:

- i. work for their meals;
- ii. use a separate dining room;
- iii. go through a separate serving line;
- iv. enter the cafeteria through a separate entrance;
- v. eat meals at a different time, or eat a different meal;

d. agrees to maintain an up to date master list of all children eligible for free and reduced price meals; this master list must be retrievable by school; the following information must be retrievable by student: approval date, transfer, drop and change in status date;

e. agrees to set reduced price charges for lunch and breakfast at or below the maximum reduced price allowed by regulations and below the full price of the lunch or breakfast;

f. agrees that the information provided by the household is confidential and will be used only for purposes of determining eligibility and verifying data;

g. agrees that in the operation of child feeding programs, no child shall be discriminated against because of race, sex, color, national origin, age, or disability and agrees to have on file procedures for handling discrimination complaints;

h. agrees to designate a school official to review applications and make determinations of eligibility. Such official will use the criteria outlined in the eligibility guidelines (Refer to §505.Application Process.);

i. agrees to establish and use a fair hearing procedure under which a family can appeal a decision made by the SFA with respect to the child's free and reduced price meal application; the SFA can challenge the continued eligibility of any child for free or reduced price meals. During the appeal and hearing, the child, who was determined to be eligible based on the face of the application submitted, will continue to receive free or reduced price meals; prior to initiating the hearing procedure, the school official(s), the parent(s), or guardian(s), may request a conference to discuss the situation, present information, and obtain an explanation of data submitted on the application and the decisions rendered; such a conference shall not in any way prejudice or diminish the right to a fair hearing; the designated hearing official must be someone who is not involved in the original eligibility determination in any way, such as advising or answering questions for the approving official. It is suggested that this person hold a higher position than the determining official; the hearing official for the free and reduced application procedure and the hearing official for verification must be the same person; the hearing procedure shall provide the following for both the family and the SFA:

i. a publicly announced, simple method for making an oral or written request for a hearing;

ii. an opportunity to be assisted or represented by an attorney or other person;

iii. an opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;

iv. a hearing scheduled with reasonable promptness and convenience, with adequate notice of its time and place;

v. an opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;

vi. an opportunity to question or refute any testimony or other evidence and to confront and cross examine any adverse witness(es);

vii. a hearing that is conducted and a decision made by an official who did not participate in the decision under appeal or in any previous conference;

viii. a decision of the hearing official based on the oral documentary evidence presented at the hearing and entered into the hearing record;

ix. notifications in writing of the decision to the parties concerned and any designated representative;

x. a written record for each hearing which includes the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.

j. agrees to retain such written records for a period of three years after submission of the final claim for reimbursement for the fiscal year. if any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period;

k. agrees to develop and distribute a letter/notice to each child's parent(s) or guardian(s); an application with instructions and a letter to households shall be distributed at or about the beginning of each school year or whenever there is a change in eligibility criteria; households that have been directly certified will be notified of their eligibility; the letter and the application that are sent to parents shall have only the Income Eligibility Guidelines for reduced price meals with an explanation that households with incomes at or below the reduced price guidelines may be eligible for either free or reduced price meals;

i. Applications may be submitted and filed at any time during the year. Parent(s) or guardian(s) enrolling a child in a school for the first time shall be supplied with appropriate application materials regardless of the time of year the child is registered. If a child transfers from one school to another under the jurisdiction of the same SFA,

eligibility will be transferred to and honored by the receiving school

ii. If no other income is listed, a multi-child application that lists a valid food stamp/FITAP case number should be approved free for all students listed on the application. If a higher income is listed that would change the eligibility status of the other children, then the SFA must investigate before making an eligibility determination for those children. Parent(s) or guardian(s) will be promptly notified of the acceptance or denial of their application(s).

iii. In certain cases, foster children are also eligible for free or reduced price meals regardless of the income of the household with whom they reside. If a household has foster children and wishes to apply for such meals, the household should complete the application as indicated for a foster child.

iv. When an application is rejected, parent(s) or guardian(s) will be provided written notification that shall include the following elements:

(a). the reason for the denial of benefits: e.g., income in excess of allowable limits or an incomplete application;

(b). notification of the right to appeal;

(c). instructions on how to appeal; and

(d). a statement reminding parents that they may reapply for free and reduced price benefits at any time during the school year.

v. The reasons for ineligibility shall be properly documented and retained on file.

vi. Interested parent(s) or guardian(s) are responsible for completing the application and returning it to the school for review. Such applications and documentation of determinations made will be maintained for a period of three years after submission of the final claim for reimbursement for the fiscal year. if any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed.

l. agrees to submit a public release containing both the free and reduced price Income Eligibility Guidelines and all other information outlined in the letter to households to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs;

m. agrees to establish a procedure to collect money from children who pay for their meals and to count by category at the point of service the number of free, reduced price and full-price meals. The procedure used must avoid overt identification; overt identification means any act that openly identifies children as eligible for free or reduced price benefits in the Child Nutrition Programs.

n. agrees to submit to the LDOE any alterations of documents or procedures before implementation; such changes will be effective only upon approval;

o. agrees to:

- i. verify eligibility for free and reduced price meals regulations,
- ii. complete the verification process by December 15 of each year,
- iii. maintain a summary of the verification efforts that indicates the total number of applications on file October 31, the percentage or number of applications verified, techniques used, documentation submitted by Households, documentation of any changes in eligibility and reasons for changes, and all relevant correspondence with Households.

B. Requirements for a Nonpricing Program

1. A nonpricing program is one in which there is no separate identifiable charge made for meals served to participants. The documents listed below are part of the permanent agreement; they must be maintained, updated and submitted to the state agency as requested by the state agency and when adjustments or amendments are made:

- a. a copy of the current license, if private;
- b. Income Eligibility Guidelines for Free and Reduced Price meals;
- c. the Collection Procedures and Accountability Statement;
- d. changes in approved collection procedures and/or collection procedures for new schools, if applicable;
- e. the applicable School Meals Initiative Option(s) for the current school year and applicable attachments demonstrating lunch/breakfast/snack patterns and Nutrient Standards;
- f. the Authorized Representatives of the SFA;
- g. the Warning Statement of Criminal Provisions and Penalties;
- h. changes made necessary by law or regulations.

2. In fulfilling its responsibilities, each nonpricing SFA shall:

- a. agree to claim as free meals only those meals served to children from families whose incomes are at or below that listed for free meals in the Income Eligibility Guidelines; an institutionalized child who resides in a residential type facility that the state has determined is not a boarding school is considered to be a household of one; only income a child earns from employment and/or personally receives while in residence at the institution may be considered as income;
- b. agree to maintain documentation on file for three years after submission of the final claim for reimbursement for the fiscal year. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed.
- c. agree that there will be no physical segregation of or any other discrimination against any child; the names of the children for whom free or reduced price meals may be claimed shall not be published, posted, or announced in any manner, and there shall be no overt identification of any such

children by any means; further assurance is given that children shall not be required to do the following:

- i. work for their meals;
- ii. use a separate dining room;
- iii. go through a separate serving line;
- iv. enter the cafeteria through a separate entrance;
- v. eat meals at a different time, or eat a different meal;

d. agree that, in the operation of child nutrition programs, no child shall be discriminated against because of race, color, national origin, age, sex, or disability; the central office will have on file a procedure for handling discrimination complaints;

e. agree to designate a school official to make the determination of eligibility; such official will use the criteria outlined in the Eligibility Guidelines;

f. agree to establish a procedure to count by category at the point of service the number of reimbursable meals;

g. agree to keep on file, where a school food service program is in operation, a master list indicating the name, date of birth, income, and eligibility category of all children; the date the child entered the school or institution and the date the child withdrew from enrollment must be included.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2121 (December 2001), amended LR 29:2025 (October 2003).

§505. Application Process

A. Benefits Prior to Processing Application

1. Prior to the processing of applications for the school year, free and reduced price meals may be served to the following:

- a. children from households with approved applications on file from the previous year;
- b. new children in a SFA whose names are listed on an application from the previous school year; they may be extended the same approved benefits as their siblings, except that direct certification cannot be extended to a sibling; and
- c. previously approved children who transfer from one school to another or from another SFA.

2. If the applications are not maintained in the central office, the school from which the student transferred shall retain a copy of the student's application on file and the original application shall be transferred with the child. Local officials may wish to develop a cooperative transfer system between the private schools and the public school system within the same parish or city to provide eligibility information for students transferring between these schools.

3. A SFA may, if desired, use a properly approved free and reduced price application obtained in the current school year by another SFA in the event a family moves during the

school year or changes from one SFA to another for whatever reason. The application may be used for the remainder of the school year (Refer to USDA memo 96-SP-39).

4. Applications from a prior year are valid for the first 30 operating days or less of the new school year as determined by the local SFA.

5. Early childhood education, pre-kindergarten, and kindergarten students are not included in the previous year's enrollment; therefore, local school officials are encouraged to distribute a free/reduced application during the early "round-up" enrollment for processing prior to the first day of school and for use during the first 30 operating days of the new school year. New applications will need to be distributed upon the first day of school.

B. Types of Applications

1. Single Child Application

a. The single child application is designed to accommodate only one child in a household. Therefore, the SFA must have a valid application on file for each student that received a meal that is claimed for federal reimbursement at the free or reduced price rate. However, students who have been directly certified and those students in nonpricing programs are not required to submit an application.

2. Multi-Child Application

a. The multi-child application, which was developed to accommodate more than one child in the household, must provide space for identifying each child separately as a member of a food stamp household or FITAP assistance unit. (Contact the state agency for information regarding FITAP or Food Stamp Numbers.) This identification is necessary because of the possibility of mixed households in which some children may be part of a food stamp household or FITAP and some may not. However, a single Food Stamp or FITAP number is sufficient to establish categorical eligibility for the household. Schools using the multi-child application must require the household to submit a separate application for each foster child.

3. Foreign Language Application

a. Where a significant number or proportion of the population eligible to be served in the SFA needs information in a language other than English, SFAs must make reasonable efforts, considering the size and concentration of such population, to send appropriate non-English language household letters/notices and application forms to such households. (Contact the state agency for foreign language applications.)

C. Application Approval Deadline

1. The application process must be completed no later than 30 operating days from the first day of school. This process includes the distribution of applications and letters to the parent, the return of the application, eligibility determination, and notification to the parent. Within this timeframe, applications should be reviewed and parents

notified of the eligibility determination as soon as possible, but no later than 10 operating days after receipt of the application.

D. Complete Application for Various Types of Students.

1. The household must provide all the required information on the application for the application to be considered complete. Any other information requested on the application but not provided by the household must not delay processing of the application.

2. SFAs with computer approved free/reduced priced meal applications are not required to have the signature of the determining official on the application.

3. The following information must be provided by the household before an eligibility determination can be made:

a. Emancipated Student

i. An emancipated child who lives alone or as a member of a household with no adult household members must sign his or her own application. No social security number is required, since the emancipated child is not an adult.

b. Student Living with in a Food Stamp Household/FITAP Household Assistance Unit

i. In cases where no specific welfare agency or court is legally responsible for the child or where the child is living with a household in which he/she is not a member of the family, the child is considered to be a member of the household with whom he/she resides. If the household receives Food Stamps or if other children in the household receive FITAP benefits, the single Food Stamp or FITAP number provided on the application would qualify the student living in the household for free meals. If neither Food Stamp nor FITAP benefits are received by any single person in the household, the application must include all the information required as outlined in §705(D)(g) Income Households. Food stamp benefits are not counted as income.

c. Foster Child

i. Application is made for a foster child using the same application that is used for other students. The exception is that the foster child section of the application is to be completed and the foster parent or other official must sign. The foster child is a household of one; therefore, other household members are not shown on the application.

d. Food Stamp Households/FITAP Households

i. Applications for children receiving food stamps or FITAP benefits must contain the following elements:

(a) the name of the child,

(b) the child's food stamp or FITAP case number, and

(c) the signature of an adult household member.

e. Homeless Students

i. To accommodate homeless children whose parent(s) or guardian(s) neglect to complete a free/reduced

price meal application, SFAs may use one of the following procedures:

(a). The director of the homeless shelter may complete an application for the child. The SFA may complete an application for the child.

(b). The SFA may complete an application for a child and approve the child for free meals based solely on their knowledge that the child's address is a homeless shelter or that the child has no known address and is indeed homeless.

ii. When a list is used to document eligibility, it must be updated as changes occur. Documentation to substantiate free meal eligibility must consist of the following information:

- (a). child's name;
- (b). date added;
- (c). residence (shelter, etc.);
- (d). signature of determining official; and
- (e). date of withdrawal from the school.

f. Disaster Victims

i. In cases in which a household from a designated disaster area moves in with another household that lives in that city, another city or another state, only the household size and income from that household in crisis would be included in the eligibility determination. The household size and income from the host family need not be included on the application or otherwise considered in the eligibility determination.

ii. SFAs should review eligibility determinations made under these crisis procedures every 45 days to evaluate the household's circumstances.

g. Income Households

i. The following information is required to determine eligibility on applications received from other households:

- (a). the names of all household members;
- (b). the amount of monthly income received by each household member identified by source, such as wages, welfare, and alimony;
- (c). the signature of an adult household member; and
- (d). the social security number of the household member who signs the application or an indication that the household member that signs the form does not have one.

E. Incomplete Application

1. If any required information is missing, the information must be obtained before an eligibility determination can be made.

2. The application may be returned to the household or the household may be contacted by telephone or in writing to get the information. The SFA must document the

details of the contact, enter the information received on the application, date and initial the entry. However, if the application is missing the signature of the adult household member, the application must be returned to the household. In signing the application, the household member is certifying that the information is true and correct. Every reasonable effort should be made to obtain the missing information prior to denying the application.

F. Inconsistent Application

1. If there are inconsistencies or any questions concerning the information provided, the household should be contacted for clarification prior to the approval or denial of the application. When the contact is made, the caller should record his/her initials, date, and time the call was placed, the name of the person with whom the caller spoke, and any information conveyed in the conversation.

G. Eligibility Determination

1. Categorical Eligibility

a. Children who are currently receiving food stamps or FITAP benefits are categorically eligible for free meal benefits. The application must contain the child's name, a valid food stamp or FITAP case number, and the signature of an adult household member.

2. Income Eligibility

a. Households that do not claim categorical eligibility must provide household size and income information. If the total reported income for the household is within the eligibility limits, the child is eligible for either free or reduced price meals.

3. Valid Food Stamp/FITAP Case Number and Income Information

a. Since children receiving food stamp/FITAP benefits are categorically eligible to receive free meals, income information, if provided, does not apply. The eligibility determination must be based on the food stamp/FITAP case number only.

H. Direct Certification

1. SFAs are able to implement direct certification of children from food stamp/households under the Child Nutrition Programs. Direct certification allows SFAs to certify children as eligible for free meals or free milk based on documentation obtained directly from the Food Stamp Office.

2. Instructions regarding the procedure for direct certification will be provided by the state agency. SFAs must follow state agency instructions prior to implementing eligibility determinations based on direct certification. Documentation for those children certified as eligible by direct certification must include the following elements:

- a. the name of each child from households currently certified to receive food stamps;
- b. each child's date of birth;

c. the social security number that matches the name and date of birth of the child certified as receiving food stamp or FITAP benefits; and

d. official correspondence that outlines procedures to submit school data for direct certification.

3. The Division of Planning, Analysis, and Information Resources will provide SFAs with an electronic file that identifies Louisiana Educational Authority (LEA) enrolled students in their file who can be matched with the school's file using the student's first name, social security number and date of birth. Identified also are those students who match on social security number in both their file and the school's, but the name and the birth date are different. If the SFA chooses to extend benefits to students not matching on all three factors, documentation must be available to indicate that children receiving food stamps are the same children identified in the school system records. Failure to have the required information could result in disallowance of meals and recovery of reimbursement during a review or audit. If documentation is not available, a free and reduced price meal application must be issued to establish eligibility for that student. Documentation, as described, must be retrievable by the school.

4. Letters/notices and applications must be distributed to households of all children at the beginning of the school year to prevent overt identification and to ensure that no child is inadvertently excluded from participation.

5. The notice to households must advise them that their child/children is/are eligible for free meals or free milk, as appropriate, and that no further application is required; that the households should notify the school if they do not want their children to receive free benefits; and that the households must notify the school when they are no longer certified to receive food stamp benefits.

6. SFAs that implement direct certification are not required to send the letter/notice and application to those households eligible under direct certification if these materials are distributed through the mail, individual student packets, or other method that prevents the overt identification of children eligible for direct certification. Under this option, households eligible under direct certification will receive a letter notifying them that their children are eligible for free benefits. Other households will receive a parent letter or notice with an application form.

I. Computing Current Income

1. If current income is reported other than monthly, the following formulas can be used to achieve the desired income quantification:

- a. monthly income;
 - i. weekly income x 4.33;
 - ii. bi-weekly income (every two weeks) x 2.15;
 - iii. semi-monthly income (twice a month) x 2;
- b. annual income;
 - i. weekly income x 52;
 - ii. bi-weekly income (every 2 weeks) x 26;

iii. semi-monthly income (twice a month) x 24.

J. Zero Income, Temporary Reduction in Income

1. When there is a temporary reduction in income or zero income, eligibility should be determined on the present rate of income rather than on regular annual income. Temporary approval should be granted for a 30 day period. Parents must reapply for any extension of eligibility. If the income is still subject to change, a new temporary approval should be issued. The temporary approval is no longer valid after 30 days, unless updated.

2. Temporary approvals should be issued for eligible children for the following types of economic situations:

- a. seasonal unemployment;
- b. temporary layoffs;
- c. strikes or voluntary work stoppage;
- d. temporary usage of public assistance, in cases in which the application specifies receipt of public assistance for a limited time; and/or
- e. zero income, for whatever reason. However, zero income on an application for a foster child or institutionalized child is acceptable and may be approved for the school year.

3. The SFA should accept and approve zero applications at "face value"; however, the application can then be placed into the verification process, where the SFA should request documentation as deemed appropriate. Verification guidance suggests that households that indicate zero income should provide a brief note on how they provide food, clothing, and housing, and when the household expects income. If the information is not acceptable, school officials may terminate the household. Like all adverse action situations in the free and reduced price eligibility process, the terminated family must be afforded the right to a fair hearing. Verification of zero income applications would be in addition to the number of applications required under Random or Focused Verification methods. At the SFAs discretion, an application with zero income may be verified.

K. Household Failure to Apply

1. Local school administrators may complete an application for a student known to be needy if the household fails to apply. When exercising this option, the school official must complete an application on behalf of the student based on the best household size and income information available and then make an eligibility determination. The source of the information must be noted. Social security numbers and names of household members need not be secured; these applications may be excluded from verification. The household must be notified that the student has been approved and is receiving free or reduced price meal benefit. This option, which is intended for use in individual situations, does not allow eligibility determinations for categories or groups of children; however, this option does not apply to children in homeless shelters.

L. Citizenship

1. U.S. citizenship is not a factor in the determination of eligibility. An eligibility determination is based on household size/income or the receipt of food stamps/FITAP for the child as reported on a completed application.

M. Notification of Eligibility or Denial

1. All households must be notified of their eligibility status. Households denied benefits must be given written notification of the reason for denial and appeal rights and procedures. The households must also be advised that they may reapply at any time during the school year if their circumstances change.

N. Reporting Changes in Household Circumstances

1. A household approved for benefits based on income must report increases over \$50 per month or \$600 per year and any decreases in household size. When a household reports such changes, the SFA shall review the information, make any appropriate change in eligibility, and notify the household. A household that provided a food stamp or FITAP case number to establish eligibility for free benefits must report termination of benefits for the student under the Food Stamp or FITAP Programs. A household reporting such a change and wishing to continue benefits for the student must complete a new application and provide household size/income information.

O. Changes in Eligibility after the Initial Approval Process

1. Changes in eligibility resulting in increased benefit levels shall be made as soon as possible but no later than three operating days from the date the SFA makes the final decision on a child's eligibility status. All households for whom benefits are to be reduced or terminated must be given 10 calendar days written advance notice of the change. The first day of the advance notice period is the day the notice is sent. When a household appeals a reduction or termination of benefits within the 10 calendar day advance notice period, the SFA must continue to provide the benefits for which the child was originally approved until a final determination is made. When a household does not appeal a reduction or termination of benefits during the 10 calendar day advance notice period, the actual reduction or termination of benefit must take place within 10 operating days after the 10 day advance notice period.

P. Appeals

1. A household may appeal the denial of its application or the level of benefits for which it has been approved. The hearing procedures outlined in the SFA's Free and Reduced Price Policy Statement must be followed.

Q. Recordkeeping

1. The determining official should indicate the date the application is approved and sign the application. When an application is denied, the reason for the denial must be noted, dated, and kept on file. Records should also include the date the denial notice is sent and the name of the determining official. This information may be noted directly on the application. When a student's eligibility changes or a student transfers to another school, the date of change or

transfer shall be noted. Computer approved applications are not required to have a signature of the determining official.

2. Applications may be maintained either at the school or at a central location with a master list of eligible students maintained at the school. If the SFA chooses to maintain applications at a central location, applications must be retrievable by the school. The SFA must ensure that changes in eligibility status and transfers are accurately recorded and dated on each school's master list.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2124 (December 2001), amended LR 29:2025 (October 2003).

§507. Determining Household Size

A. The following information provides guidance in making household size determinations.

1. A household (family) is a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit.

2. An economic unit is a group of related or unrelated people who share housing and/or all significant income and expenses of its members. Generally, individuals residing in the same house are an economic unit. However, more than one economic unit may reside together in the same house. Separate economic units in the same house are characterized by prorating expenses and economic independence from one another.

3. A household of one (a one-person household) is an emancipated child living alone or as a separate economic unit, a foster child, and/or an institutionalized child.

B. Categorically Eligible

1. A child for whom food stamps/FITAP is received is automatically eligible for free meals when the household provides a current food stamp/FITAP case number on the application.

C. Students Away at School

1. Students who are temporarily away at school, such as students attending boarding schools or colleges, should be counted as members of the household.

D. Military Families. Military personnel on shore duty living with the household or away on Temporary Duty (TDY) are considered household members. Military personnel serving overseas or assigned to a military base and not living with the household for an extended period of time are not considered members of the household for purposes of determining eligibility. Any money sent to the household by the military is to be included as income.

E. Foster Child

1. A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court. Such a child is considered a household of one. Income received by the child for personal use should be recorded in the income column. If income is not received on a regular basis, the SFA should record "0" in

the income column. Foster children are not categorically eligible unless FITAP or food stamp benefits are received for them.

F. Child Living with One Parent, Relatives, or Friends

1. In cases in which no specific welfare agency or court is legally responsible for the child, or in which the child is living with one parent, other relatives, or friends of the family, the child is considered to be a member of the household with whom he/she resides; and the size and total income of that household is used to determine the child's eligibility.

G. Adopted Child

1. An adopted child for whom a household has accepted legal responsibility is considered to be a member of that household. Therefore, the household's size and total income are considered in the eligibility determination.

H. Institutionalized Child

1. An institutionalized child is a child that resides in a residential-type facility that the state has determined is not a boarding school. Such a child is considered a household of one.

I. Student Attending an Institution

1. A student who attends, but does not reside in, an institution is considered a member of the household in which he/she resides.

J. Emancipated Student

1. A student living alone or as a separate economic unit is considered a household of one. Therefore, only the student's income is considered for eligibility purposes.

K. Boarding School Student

1. A student in a boarding school is considered a member of the household in which he/she normally resides. Therefore, household size and total household income are considered in the eligibility determination.

L. Foreign Exchange Student

1. A foreign exchange student is considered a member of the household in which he/she resides. Therefore, the household size and total household income are considered in the eligibility determination.

M. Joint Custody Student

1. A joint custody student is one who is a member of more than one household. If the households, have different economic status, as determined by the Income Eligibility Guidelines, the eligibility status changes when the student's residence changes. If the economic units are comparable, a status change is not necessary.

2. If the SFA determines that the changes in economic units are too frequent and to the detriment of the student, the SFA may use the income from the economic unit that is most advantageous to the child. This procedure may be used in situations in which the student's residence changes frequently such as weekly or biweekly.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE Promulgated by the Board of Elementary and Secondary Education, LR 27:2127 (December 2001).

§509. Determining Income

A. Reportable Income

1. Income to be reported on the non-categorically eligible household's application is any money received on a recurring basis, including gross earned income. Specifically, gross income means all money earned before deductions such as income taxes, employee's social security taxes, insurance premiums, and bonds. The following types of income are classified as reportable income:

- a. payment of money for services, including wages, salary, commissions or fees;
- b. social security benefits;
- c. supplemental security income (SSI);
- d. public assistance/welfare payments (FITAP);
- e. alimony or child support payments;
- f. unemployment compensation;
- g. government civilian employee or military retirement or pension;
- h. veterans' payments;
- i. private pensions or annuities;
- j. regular contributions from persons not living in the household;
- k. net income for self-employed farmers and business persons, rental income and royalties;
- l. dividends or interest on savings or bonds; income from estates or trusts;
- m. other cash income, including cash amounts received or withdrawn from investments, and/or trust accounts; and
- n. other resources that would be available to pay the price of a child's meal.

B. Income Exclusions

1. The following types of income, which are not classified as reportable income, are considered income exclusions.

a. Income not to be reported or counted includes any cash income or value of benefits a household receives from any federal program that excludes such income by legislative prohibition, such as the value of food stamps, and child care grant programs,

b. Student financial assistance, such as grants and scholarships, awarded to meet educational expenses is not considered as income. Examples of this assistance include Pell Grants and Supplemental Educational Opportunity Grants.

c. Loans, such as bank loans, are not considered as income, since these funds are only temporarily available and must be repaid.

d. The value of in-kind compensation allowances, such as military base housing or other subsidized housing, medical and dental services, are not counted as income.

e. Occasional earnings received on an irregular basis or not recurring, such as for occasional baby sitting or mowing lawns, are not considered as income.

C. Current Income

1. Current income means income received by the household during the month prior to application and multiplied by 12 to reflect annual income, except for the following income as described in D. through M.

D. Projected Income for Seasonal Workers and Others

1. Current income is usually the income received during the month prior to application, multiplied by twelve. If such income does not accurately reflect the household's annual income, income should be based on the household's projected annual income. For example, income reported by a seasonal worker employed during the month prior to application may not accurately reflect the household's annual income; therefore, seasonal workers may report their projected annual income as their current income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual income.

E. Self-Employment Income

1. Self-employed persons may use last year's income as a base to project current year's net income, unless their current monthly income provides a more accurate measure.

2. Self-employed persons report net income rather than gross income. Net income for self-employment is figured by subtracting deductible business expenses from gross receipts.

a. Gross receipts include the total value of goods sold or services rendered by the business.

b. Deductible business expenses include the cost of goods purchased, rent, heat, utilities, depreciation charges, wages and salaries paid, and business taxes but not personal federal, state or local income taxes.

3. The value of saleable merchandise consumed by the proprietors of retail stores is not included as part of net income.

F. Farm Income

1. Net income for self-employed farmers is figured by subtracting the farmer's operating expenses from the gross receipts.

2. Gross receipts include the value of all products sold; money received from the rental of farm land, buildings or equipment to others; and incidental receipts from the sale of items such as wood, sand, and gravel.

3. A farmer's operating expenses include cost of feed, fertilizer, seed and other farming supplies; cash wages paid

to farmhands; depreciation charges; cash rent; interest on farm mortgages; farm building repairs; and farm taxes but not state and federal income taxes.

G. Income Losses From Self-Employment

1. In a household in which there is income from wages and self-employment, income from wages may not be reduced by business losses. If income from self-employment is negative, it should be listed as zero income.

H. Income Losses From Bankruptcy

1. If a family has declared bankruptcy and a portion of the family's current income is being garnished, the amount being garnished is not deductible. The family's total gross income must be used in determining eligibility.

I. Military Income/Benefits

1. Military benefits received in cash, such as housing allowances for military households living off base and food allowances, must be considered as income. However, the value of in-kind benefits other than cash, such as on-base housing, is not considered as income.

J. Income for Foster Children

1. Only the following funds should be considered in determining income for the foster child:

a. Funds provided by the welfare agency, which are specifically identified by category for personal use of the child, such as for clothing, school fees and allowances, are considered income. Welfare funds identified by category for shelter and care, and those identified as special needs funds such as those for medical and therapeutic needs are not considered as income. If welfare funds cannot be identified by category, no portion of the provided funds is considered as income.

b. Other funds received by the child, including, but not limited to, monies provided by the child's family for personal use and earnings from employment other than occasional part-time jobs are considered income.

K. Income for Institutionalized Children

1. Payments from any source directly received by the institution in a child's behalf are not considered as income to the child. Only income a child earns from full time or regular part-time employment and/or personally receives while in residence at the institution may be considered as income.

L. Student Income

1. The earnings of a student employed full-time or part-time must be listed on the application. However, occasional earnings, such as babysitting, should not be listed on the application.

M. Alimony and Child Support

1. Any monies received by a household in the form of alimony or child support are counted as income. However, any monies paid for alimony or child support may not be deducted from a household's reported gross income.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2128 (December 2001).

§511. Program Operations

A. Nondiscrimination

1. There must not be any discrimination of children receiving free and reduced price benefits.

2. The names of the children must not be published, posted or announced in any manner.

3. The children must not be required to work for their meals.

4. The children must not be required to use a separate dining room, separate serving line, or separate time, etc.

5. There must not be any overt identification of any of the children by use of special tokens or tickets. The SFA must use the collection procedure approved as part of its Free and Reduced Price Policy Statement.

6. There must not be any discrimination on the basis of race, color, national origin, age, sex, or disability in the application approval process or in the selection of applications for verification.

B. Prohibition Against Denying Meals to Children as a Disciplinary Action

1. Regulations prohibit the denial of free, reduced price, or paid meals as disciplinary action to any child in attendance at school. This prohibition does not extend to the denial of meals for failure to pay. Denying meals to students for disciplinary reasons associated with disruptive behavior in the cafeteria, selling free meal tickets, etc., is prohibited under federal regulations. Disciplinary action used for other unacceptable behavior could be applied in these situations.

C. Denying Meals to Students for Failure to Pay

1. The SFA is not obligated to continue providing meals without receiving payment. The students' ability to pay is determined through the free and reduced price meal application process. Those students not eligible for free meals must pay for their meals at the prices established for full price and reduced price students. Regulations do not prohibit a school system from denying a meal to paying students who have not paid for the meal.

D. Handling Lost, Stolen, and Misused Meal Tickets

1. SFAs may establish procedures to limit the number of times replacement tickets or special meal arrangements must be provided to needy students who report lost or stolen meal tickets. The term ticket refers to any and all forms of exchange used, including paper tickets, cards, coins, or tokens. It should be noted that, when handling instances of missing tickets, schools need not actually issue a replacement ticket if appropriate meal arrangements are made, such as accompanying the student through the cafeteria line.

2. Any procedures established to limit the number of tickets reissued to needy students must conform to all of the following standards.

a. Parents and students must be advised in writing of the school's policy regarding missing tickets and of the students' corresponding responsibility for their tickets. Such notice shall be provided at the time applications are distributed to households or upon approval for free or reduced price benefits,

b. A minimum of three ticket replacements, or special meal arrangements resulting from three lost or stolen tickets, must be allowed each student within each school year.

c. The school must maintain a list of students who have reported missing original ticket(s) in the current school year and the number of occurrences for each student. Prior to denying a meal to any student without a ticket, the list should always be reviewed to determine whether the student has already had at least three ticket replacements or special meal arrangements for lost or stolen tickets within the school year.

d. At least one advance written warning must be given to the student(s) and the parent(s) prior to refusal to allow additional meals or ticket replacements. The written warning must include an explanation that the student has repeatedly requested replacement tickets and that each subsequent time the student fails to have a ticket, he/she will be expected to pay for the meal.

e. Meals must always be provided to preprimary and young primary students or for any disabled student who may be unable to take full responsibility for a meal ticket.

3. It is recommended that the meal or ticket replacement policy for missing free and reduced price tickets be extended to the loss of full-priced tickets. If such a uniform policy is not implemented, schools should exercise caution to prevent overt identification of needy students, when reissuing tickets or providing meals to students whose tickets are missing.

E. Privacy Act Statement

1. The meal application must contain a privacy act statement. The statement must address the following information.

a. The disclosure of a social security number is voluntary; however, the social security number of the adult signer of an income application is required for approval of the application. If the adult signer has no social security number, there must be a statement indicating that the adult signer has no social security number.

b. The social security number is required under provisions of the National School Lunch Act.

c. The statement must disclose what uses will be made of the social security number.

Sample Privacy Act Statement

*PRIVACY ACT STATEMENT: Unless you list the child's food stamp or FITAP case number or are applying for a foster child, Section 9 of the National School Lunch Act requires that you include the social security number of the household member signing the form or indicate that the household member signing the form does not have a social security number. You do not have to list a social security number; but if a social security number is not listed or an indication is not made that the adult household member signing the form does not have a social security number, we cannot approve the form. The social security number may be used to identify the household member in verifying the correctness of the information stated on the form. This may include program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or FITAP office to determine current certification for food stamps or FITAP benefits, contacting the state employment security office to determine the amount of benefits received, and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported. The social security number may also be disclosed to programs as authorized under the National School Lunch Act and the Child Nutrition Act, the Comptroller General of the United States; and law enforcement officials for the purpose of investigating violations of certain federal, state, and local education, health and nutrition programs.

F. Confidentiality and Disclosure of Eligibility Information

1. The names of students and their meal eligibility status for meal benefits shall be kept confidential; however, it is acceptable for authorized individuals to disclose information under the following guidelines.

a. The Healthy Meals for Healthy Americans Act of 1994, P.L. 103-448, amended Section 9 (b)(C) of the National School Lunch Act (42 U.S.C. 1751 (b)(2)(C)) allows, without consent, limited disclosure of information about free and reduced price meal eligibility. Disclosure limitations apply to all the Child Nutrition Programs. The Statute specifies a fine of not more than \$1000 or imprisonment of not more than 1 year, or both, for unauthorized disclosure of free and reduced price meal eligibility information.

b. The USDA has authorized determining agencies (the state agency, school food authority, schools including private schools, charter schools, child care institutions or Summer Food Service Program sponsors) to disclose free and reduced meal eligibility information to the extent authorized in the statute. Disclosure of eligibility information about participants beyond that authorized by the statute is permitted only with consent. The entity receiving the information from the determining agency, termed the receiving entity, may use the information for only the purpose authorized and may not share the information further. Providing aggregate information that does not identify individuals continues to be permitted without consent.

c. Determining agencies may disclose, without consent, participants' names and eligibility status (whether they are eligible for free meals or reduced price meals) to persons directly connected with the administration or enforcement of the following programs:

i. federal education programs, such as Title I and the National Assessment of Educational Progress;

ii. state health or state education programs, provided the programs are administered by a state agency or a local education agency; Representatives of state or local agencies evaluating the results and compliance with student assessment programs would be covered only to the extent that the assessment program was established at the state, not local level;

iii. federal, state, or local means-tested nutrition programs with eligibility standards comparable to the National School Lunch Program (i.e., food assistance programs to households with income at or below 185 percent of the federal poverty level, such as the Food Stamp Program or a state or local nutrition program); and

iv. at the discretion of the local SFA, the eligibility status of prospective students enrolled in a Charter School approved by the SBESE may be disclosed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2129 (December 2001).

§513. Verification Process for School Meals

A. Verification is confirmation of eligibility for free and reduced price benefits under the NSLP or SBP. Verification must include confirmation of income eligibility or confirmation that the child is included in a currently certified food stamp household or FITAP. At state or local discretion, verification may also include confirmation of any other information on the application that was required as a condition of eligibility. (Refer to §505.Application Process.)

B. Direct Certification

1. Food Stamp/FITAP households are excluded from the verification process when the households are approved through direct certification. SFAs should determine the minimum number of applications required to be verified based on the number of approved applications on file as of October 31 that are not directly certified.

C. Implementation

1. Verification must take place after the application has been approved. The SFA must complete verification of the minimum required sample size by December 15. Any additional applications may be verified anytime during the school year after applications have been approved. Any verification that is done for cause is in addition to the sample required for either random or focused sampling.

D. Sample Size Requirement

1. Each SFA must verify a sample of the total number of applications approved for benefits by selecting a sample through either random or focused sampling. These two verification methods are further described below.

a. Focused Sampling. The focused sampling method requires the verification of the lesser of one percent or 1,000 of the total approved applications (both income and categorical), selected from the approved applications with income information, plus the lesser of 0.005 percent or 500

of approved categorically eligible applications with food stamp/FITAP case numbers reported.

b. Random Sampling. The random sampling method requires the verification of the lesser of 3 percent or 3,000 of the approved applications, selected randomly.

2. SFAs may verify more than the required minimum sample, up to 100 percent of all approved applications, as long as the selection does not involve discrimination against anyone on the basis of race, color, national origin, age, sex, or disability. For the purpose of meeting the federal minimum verification requirement, the total number of approved applications on file in the SFA is determined on October 31. Verification may begin prior to this date. SFAs may, based on experience, project the number of approved applications that will be on file on October 31.

E. Rounding Fractions

1. When calculating sample sizes, the SFA should always round fractions upward. With focused sampling, a minimum of one categorically eligible application and one income application must be verified if there are any such applications on file.

F. Focused Sample Selection Process

1. SFAs should focus their sampling targets for verification on applications with a high likelihood of containing errors: that is, households providing income information on the application and reporting income just below the minimum eligibility level.

2. SFAs should count all approved applications on file to determine the total. They should separate the applications into two groups:

a. the non-categorically eligible applicants, applicants who were approved on the basis of income information; and

b. the categorically eligible applicants, applicants who provided a FITAP or food stamp case number.

3. Income Eligible Sample

a. SFAs should use the following procedures to determine sample sizes for income eligible applicants.

i. For applications that provide income information, the sample size is 1 percent of total approved applications on file or 1,000 applications, whichever is less: e.g., total applications x 0.01.

ii. From the group that reported income information, SFAs should select those applications with monthly incomes within \$100, or annual income within \$1,200, of the income eligibility limits. Zero income applications should be included.

(a). If there are more applications with monthly income reported within \$100 (\$1,200 yearly) of the eligibility levels than needed to meet the minimum sample size, SFAs should select the income application sample using any method that is equitable and that ensures that the same households will not be selected year after year.

(b). If there are not enough applications with monthly income reported within \$100/\$1,200 (yearly) of the eligibility levels to meet the required minimum sample size, SFAs should select from those applications with monthly incomes closest to the eligibility levels.

(c). If there are not enough applications containing income information to meet the required minimum sample size, SFAs should verify all the applications approved on the basis of income information

(d). Zero income applications may be verified for focused sampling in addition to the required number to be verified.

4. Categorically Eligible Sample

a. SFAs should use the following procedures to determine sample sizes for categorically eligible applicants.

i. They should determine the number required to fill the sample size by multiplying the total number of the categorically eligible applications by 0.005. The sample size is the lesser of 500 or 0.005 percent of all applications approved on the basis of food stamp or FITAP case numbers.

ii. From the categorically eligible group, SFAs should select the sample using the method that is equitable and should ensure that the same household is not selected each year.

G. Random Sample Selection Process

1. The random sample size is three percent of all approved applications on file on October 31 or 3,000 applications, whichever is less. To calculate the minimum required sample size, multiply the total number of approved applications, including both income and categorical applications, by 0.03. At least one application must be verified.

2. SFAs should randomly select the required number of applications. Using the random sample method, SFAs should ensure that each application must have an equal chance of being selected, including all categorical and income applications.

H. Household Notification

1. When a household is selected for verification and is required to submit documents or other forms of evidence to verify eligibility, the household must be sent a notice/letter informing it of its selection and the types of information acceptable. The letter/notice to the household should include:

a. the notice of selection for verification;

b. notification of the types of acceptable information that can be provided to confirm income include such documents as pay stubs, award letters from welfare Food Stamp and FITAP departments and social security offices, and support payment decrees from courts;

c. a request for proof that the child is a member of a currently certified food stamp household or FITAP assistance unit may be provided instead of income information;

d. a request for social security numbers must be provided for all adult household members of families whose eligibility is based on the submission of income information;

e. notification that information must be provided, and failure to do so will result in termination of benefits;

f. the name and telephone number of a school official who can answer questions and provide assistance; and

g. notification that the household is required to submit the requested information by a specified date, as determined by the SFA.

2. When the SFA uses agency records to verify eligibility, the letter/notice of selection is not required, since the household will not have to provide documents and household cooperation will not be necessary.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2130 (December 2001), amended LR 29:2025 (October 2003).

§515. Verification Methods

A. School officials must often use their own discretion in the process of verifying the eligibility of individual households. The following guidelines attempt to address most circumstances.

1. Written Evidence

a. Written evidence is the primary source of eligibility confirmation for income households, and the only acceptable source of eligibility confirmation for food stamp/FITAP households. Written evidence is most often in the form of pay stubs and letters from Food Stamp/FITAP or other government agencies submitted by the household to the verifying official as confirmation of eligibility.

2. Collateral Contacts

a. A collateral contact is an oral confirmation of the household's income by a person outside of the household who is knowledgeable about the household circumstances. Collateral contacts could include employers, social service agencies, migrant agencies, and religious or civic organizations. The verifying official should request a collateral contact only in cases in which the household has not been able to provide adequate written evidence.

b. The verifying official may select a collateral contact if the household fails to designate one or designates one that is unacceptable to the verifying official. In either case, no contact may be made without first notifying the household and obtaining its permission.

3. Agency Records

a. A household's eligibility may be confirmed through the use of information maintained by other government agencies to which the state agency, SFA or school has legal access. Although USDA regulations do not require that households be notified of selection when verifying through agency records, such agencies may have their own notification requirements.

b. Food Stamp/FITAP Offices are permitted by law to release eligibility information from their files to other federal assistance programs and federally assisted state programs. A form that can be sent to the LEA's Office of Eligibility Determinations to request confirmation of receipt of FITAP benefits may be obtained from the state agency.

c. The LDOE will disseminate the October computer listings of food stamp participants to LEA and diocesan SFAs. Private schools may contact the LEA's parish school food service program director to check their food stamp applications. Since regulations require the verification of current or previous month's income, this listing must be utilized before the end of November.

d. Households that dispute the validity of income information acquired through agency records must be given the opportunity to provide more recent income information during the 10-day advance notice of adverse action.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2132 (December 2001).

§517. Confirmation of Eligibility Based on Income Information

A. Notification

1. The notification of selection for verification should include a request for the household to submit written evidence of current income and provide social security numbers for all adult household members.

2. The household must submit the social security numbers of all adult household members and written evidence of current income. (Refer to §523. Appendix B.) Review the income document(s) for the name, date and amounts stated to determine whether the information provided is sufficient to determine total current income.

3. If the written evidence is current and confirms the eligibility determination previously made, the verification requirement has been satisfied. If the written evidence confirms a higher or lower income and changes the eligibility determination previously made, the verification requirement has been satisfied.

B. Follow-Up

1. If the household submits insufficient or obsolete written evidence, school officials may contact the household to request the missing written evidence of current income and advise the household that failure to comply or designate a collateral contact will result in termination of benefits. If the household subsequently submits sufficient written evidence, the verification requirement has been satisfied.

C. Adverse Notice

1. If the household still does not submit sufficient written evidence or if the household failed to respond to the verification request, the SFA must send the 10-day advance notice of adverse action.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2132 (December 2001), amended LR 29:2026 (October 2003).

§519. Confirmation of Categorical Eligibility

A. Food Stamp/FITAP Office

1. When verification of eligibility involves use of computer listings of the names and case numbers of food stamp participants for October, the lists must be used before the end of November. Source information used must be current. In addition, the verification of eligibility must be accomplished so that there is sufficient time to acquire other verification from applicants identified as not currently receiving food stamp benefits.

B. Household Documentation

1. A school can place the responsibility for verifying receipt of food stamp/FITAP benefits on the household by requesting that the household provide a document from the Food Stamp/FITAP Office.

2. Every time a household is approved for food stamps, it is furnished with a written letter of determination or notice of eligibility. The verifying official should examine this notice of certification to ensure that the child for whom application was made is part of a household currently participating in the Food Stamp Program. The notice of eligibility or the notice of certification is preferred for verification purposes.

3. FITAP recipients may provide their notice of eligibility for FITAP benefits that serves as documentation of their eligibility status as well as positive confirmation of their FITAP number.

4. A food stamp/FITAP document that does not specify the certification period is not adequate for documentation: for example, the food stamp identification card is not acceptable because it usually does not have an expiration date and is often kept by the household after the certification period has ended. The Electronic Transfer Benefits (ETB) card (Louisiana Purchase Food Stamp Card) is not proof of current certification of benefits.

5. A household that does not have satisfactory food stamp/FITAP documentation may request a signed, dated letter from the Food Stamp/FITAP Office certifying that the child is part of a household currently receiving benefits.

C. Advance Notice

1. When it is determined that the child is not part of a household currently receiving food stamps/FITAP, the household must be given 10 calendar days advance notification of termination and be informed that they must submit an application. The application must include household members and income information, a social security number for each adult household member, and written evidence that confirms household income to establish continued eligibility for school meal benefits.

D. Acceptable Verification Confirmation

1. Verification is complete when the local Food Stamp/FITAP Office certifies that the child is in a currently certified food stamp household or is receiving FITAP funds,

or that adequate documentation of current participation in either program has been submitted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2132 (December 2001).

§521. Completion of Verification

A. Completion Date

1. Verification activities must be completed by December 15 of each year. Completion means that the required number of applications has been selected, notices have been sent to parents, social security numbers have been obtained for all adult household members for households providing income information, eligibility for the approved level of benefits for each applicant selected for verification has been confirmed or not confirmed, parents have been notified of changes or termination, and all changes/terminations have been implemented on or before December 15.

B. Confirmation of Eligibility, Changes/Termination

1. Verification of a household's income eligibility for free or reduced price meals must result in one of the following options.

a. No change in benefit level. The household's current income or food stamp or FITAP eligibility supports the level of benefits for which the household has been approved.

b. Reduction in benefit level. The household's current income is too high for the benefits for which the household has been approved; therefore, the household's eligibility must be changed from free to reduced price, free to paid, or reduced price to paid immediately following the 10 calendar days from the date of the advance notice of adverse action, but no later than 10 operating days from the date of the final determination.

c. Increase in benefit level. The household's current income or food stamp or FITAP eligibility qualifies the household for free meals rather than reduced price meals. Therefore, the household's eligibility must be changed from reduced price to free meals as soon as possible, but no later than three operating days from the date of the final determination, or.

d. Termination of Benefits. Households that do not cooperate with verification efforts or whose current income does not support eligibility for either free or reduced price meals must be changed as outlined in §521.C, Notification of Adverse Action, below.

2. If the verification of a household reporting income information or a food stamp identification number results in a change in benefit level or in termination, the change must be extended to all children in the household. However, this extension does not apply to foster children.

C. Notification of Adverse Action

1. All households that are to receive a reduction or termination of benefits as a result of verification must be

given 10 calendar days advance notice of the change. Benefits must be changed within 10 operating days after the end of the 10 calendar day period unless the household appeals.

2. The 10 day advance notice must advise the household of the following elements:

- a. the change in benefits; the reasons for the change;
- b. the requirement an appeal must be filed within the 10 calendar day advance notice period to ensure continued benefits while awaiting a hearing and decision;
- c. the instructions on how to appeal; and
- d. the opportunity and providing for the household to reapply for benefits at anytime during the school year.

D. Continuation of Benefits During Appeals

1. If a household appeals a reduction or termination of benefits within the 10 calendar day advance notice period, the SFA must continue to provide meal benefits to students during the appeals process.

E. Hearing Procedure

1. The hearing procedure in the SFA's Free and Reduced Price Policy must be followed.

2. The hearing official must be an individual not connected with the approval or verification process.

3. The household may request a school conference prior to a formal hearing. This conference must not prejudice a later appeal.

F. Households that Reapply For Program Benefits

1. Households affected by a reduction or termination of benefits may reapply at any time during the school year. However, if benefits to a household have been terminated and the household reapplies in the same school year, it should be required to submit income documentation or proof of participation in the Food Stamp or FITAP Program at the time of the reapplication. The SFA may verify the households' eligibility prior to approval. This application is not considered a new application, since verification was not completed.

2. It is strongly suggested that the SFA establish procedures to identify households terminated as a result of verification to facilitate selection of those households for verification if they reapply for benefits during the same or subsequent school years. However, households verified and confirmed as eligible should not be reselected in the following school year if it can be avoided by the SFA.

G. Recordkeeping

1. SFAs must maintain a written description of their verification efforts. The description must include the following elements:

- a. a summary of the verification efforts, such as the selection process, and the source of information used;
- b. enough information for the process to be duplicated;

c. the total number of applications on file on October 31; and

d. the percentage or number of applications verified.

2. Either directly on the application or elsewhere, SFAs should keep a full record of:

- a. dates notices were sent;
- b. notes on any contacts made;
- c. copies of income documentation;
- d. results of verification to include any changes in eligibility as a result of the verification process;
- e. reasons for any denial or change of eligibility and the date; and
- f. the signature and title of the verifying official.

3. This documentation is useful in demonstrating proper verification when SFAs are reviewed by the state agency and would be needed in case of an applicant's appeal.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2132 (December 2001), amended LR 29:2026 (October 2003).

§523. Appendices

Focused Sampling Worksheet SFA Guidance/Acceptable Income Documentation

Appendix A. Focused Sampling Worksheet Income Sample

(1) Sample Size: Total number of approved applications including income, food stamps households, and students receiving FITAP assistance _____ x .01 = or 1,000, whichever is less. Round all fractions upward to a whole number.

(2) Divide applications into two groups: categorically eligible applicants and those eligible based on stated income.

(3) Select applications with reported income within \$100 a month or \$1,200 a year of the free eligibility level and the reduced price eligibility level until you reach the required sample. Verify applications from both the free and reduced price categories.

(4) Sample selection techniques, which are equitable and ensure that the same Household is not selected each year, are determined at the local level. A statistically valid selection method may be used if desired.

Categorically Eligible Food Stamp/FITAP Sample

(1) Sample Size: Total number of categorically eligible applications _____ X .005 = _____ or 500, whichever is less. Round all fractions upward to whole number.

Sample selection techniques, which are equitable and ensure that the same Household is not selected each year, are determined at the local level. A statistically valid selection method may be used if desired.

Appendix B. SFA Guidance/ Acceptable Income Documentation

**Louisiana Department Of Education
Division Of Nutrition Assistance
School Food Service Section**

The following listing contains examples of sources of acceptable income documentation. This list is not exclusive, and additional sources may be requested.

Suggested Sources of Acceptable Evidence	Written Types of Income
<p>1. Earnings (wages and salary) are the total or gross earnings before the withholding for FICA, and taxes, or other deductions, such as insurance. If the applicant is a self-employed business person or farmer, net income should be used. Net income equals gross income minus deductible business expenses.</p> <p>NOTE: Many of the assets of self-employed business persons are on paper and their cash or net worth is often very low, although they may hold considerable property and equipment (assets). They should report only their actual cash income, not assets.</p>	<p>A current paycheck stub Pay envelope showing total gross pay Letter from employer stating gross wages Self-Employed: Business or farming documents, such as ledger books Last quarterly tax estimate Last year's tax return</p>
<p>2. Cash Income: Some persons who work in situations where the employer does not want to be responsible for withholdings - such as domestic workers, casual laborers, or persons working for an individual or small business on an irregular basis - may receive wages in the form of cash.</p>	<p>A letter from the employer stating wages paid and frequency</p>
<p>3. The FITAP, or Family Independence Temporary Assistance Program, is a welfare payment intended to assist eligible persons to meet the costs of daily living. Most often these payments are made to families with needy children under the age of 18 (21 if in school) in which a parent is absent from the home. Many states also provide benefits to families in which the male head of the household has been unemployed for a long time.</p>	<p>Benefit letter from the welfare agency</p>
<p>4. General Assistance or welfare is often a cash payment made by local welfare/human service agencies based upon need. Often these payments are confused with or even combined with FITAP payments.</p>	<p>Benefit letter from the welfare agency</p>
<p>5. Unemployment Compensation is paid to individuals who have lost their jobs.</p>	<p>Unemployment compensation award letter Notice of eligibility from State Employment Security Office Agency records</p>
<p>6. Child Support or Alimony is a payment by a separated or divorced spouse for the support of children or the spouse. Although the court has ordered (decreed) a monthly amount or an amount was agreed upon, payments may be infrequent or irregular. Only actual payments and not the amount that is supposed to be received should be reported.</p>	<p>Copies of checks or other proof of payments received, court decree or agreement</p>

Suggested Sources of Acceptable Evidence	Written Types of Income
<p>7. Social Security Retirement is more correctly named Old Age and Survivors Disability Insurance. It actually includes the traditional retirement benefit, payments to survivors (spouses and children), and disability payments. The disability payments are similar to SSI. Please note that younger persons (pre-retirement) and their dependents can also receive disability payments, unless they are retired (over 60).</p>	<p>Social Security retirement benefit letter Official statement of benefits received Monthly check (green in color)</p>
<p>8. SSI or Supplemental Security Income is not a retirement pension: it is a special funding program to assist households with aged, blind, or disabled members. Often, if a child has a learning disability, the household will receive a monthly SSI assistance payment. Please note that some applicants will refer to these payments as "disability" and may not understand that it is a form of Social Security payment (welfare).</p>	<p>SSI eligibility letter SSI check (gold in color) Official statement of benefits received</p>
<p>9. Retirement/Pension refers to non-Social Security retirement. It includes private pensions, state pensions, veterans and/or military retirement and the like.</p>	<p>Official statement of benefits received Pension award notice</p>
<p>10. RR Benefit or Railroad Retirement is a special government retirement fund for former employees of the railroads. Payments can be made to survivors (spouses and children).</p>	<p>Official statement of benefits received Railroad retirement award letter</p>
<p>11. Veteran's Payments is money paid periodically by the Veterans Administration to disabled members of the Armed Forces or the survivors of deceased veterans.</p>	<p>Official statement of benefits received Veterans Administration award notice</p>
<p>12. Rental Income is room and board payments by non-household members living in the home.</p>	<p>Rental agreement or letter from non-household members stating amount paid</p>
<p>13. Military Housing Allowances may be received if an adult member of the household is a member of the military and if the household is located off base.</p>	<p>Leave and Earnings Statement. Letter from the base commander stating amount and frequency of allowance</p>
<p>14. Zero Income. On occasion, a household may report no income on the application. Zero income might be reported if a parent is a live-in housekeeper and receives only room and board as compensation for work done, or if a household is being supported by non-monetary means provided by religious or civic organizations because of illness or disability. A household can be asked to provide a written statement describing the household's circumstances: i.e., how the household pays for food, housing, etc., when no income is reported. In lieu of requesting such a written statement, you may want to use a collateral contact approach to verify the application. A foster child or institutionalized household may also report zero income on the application.</p>	<p>Written statement from household describing how it subsists Collateral contact</p>

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2134 (December 2001).

Chapter 7. Meal Planning and Service

§701. General

A. The USDA School Meals Initiative for Healthy Children underscores our national health responsibility to provide healthy school meals that are consistent with the recommended Dietary Allowances (RDA), age appropriate caloric goals and the Dietary Guidelines for Americans. Every School Food Authority (SFA) should strive to serve meals that are nutritionally adequate, attractive, and moderately priced.

B. SFAs shall ensure that schools provide to children meals that meet the USDA School Meals Initiative for Healthy Children's nutrition goals. The nutritional goal of school lunches, when averaged over one week, is to provide one-third of the RDA for protein, calcium, iron, vitamin A, and vitamin C in the applicable age or grade groups as well as the energy allowances based on the appropriate age or grade groups and meal patterns listed in Appendices A, B and C of this Chapter. Breakfast should provide one-fourth of students' RDA for protein, calcium, iron, vitamin A, and vitamin C in the applicable age or grade groups as well as the energy allowances based on the appropriate age or grade groups and meal patterns listed in Appendices A, B, and C of this chapter. Lastly, school lunches shall follow the recommendations of the most recent Dietary Guidelines for Americans with emphasis on limiting total fat to 30 percent based on the actual number of calories offered, limiting saturated fat to 10 percent based on the actual number of calories offered, reducing the levels of sodium and cholesterol and increasing the level of dietary fiber.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2135 (December 2001), amended LR 29:2026 (October 2003), LR 32:802 (May 2006).

§703. Nutrient Standard

A. A Nutrient Standard is the required level of calories and nutrients needed to meet the nutritional needs of a specific grade/ age group. Planning menus that meet the Nutrient Standards should be the goal of all menu planners. These standards were set using the RDA as a guide to ensure that meals planned would meet the nutritional needs of children based on age.

B. Lunch and breakfast menus should meet the Nutrient Standards when averaged over one week. A week is defined as a minimum of three and a maximum of seven consecutive days. Standards are set for:

1. calories;
2. percentage of calories from total fat;
3. percentage of calories from saturated fat;
4. protein;
5. calcium;
6. iron;

7. vitamin A;

8. vitamin C.

C. Required and Optional Nutrient Standards are included in §755.Appendices.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2136 (December 2001), amended LR 29:2027 (October 2003).

§705. Computerized Nutrient Analysis

A. A computerized nutrient analysis is used to determine whether the Nutrient Standards are being met for a specific grade/age group. Use of an approved USDA software is required to conduct the analysis. Nutrient analyses of lunch and breakfast menus may be conducted by the SFA or state agency using protocol developed by the USDA.

B. Nutrients required to be analyzed are calories, total fat, saturated fat, protein, calcium, iron, Vitamin A, and Vitamin C. Additional nutrients and dietary components that will be analyzed are cholesterol, sodium, and fiber. While there are no quantities set for these additional nutrients, they must be included in the analysis.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2136 (December 2001).

§707. Breakfast and Lunch Production Requirements

A. SFAs shall ensure that sufficient quantities of food are planned and produced so that meals contain all the required food/menu items as specified by the menu planning option chosen. Meals shall be planned and produced on the basis of production trends, with the objective of providing one reimbursable lunch and/or breakfast per child per day. Production and participation records shall be maintained to demonstrate positive action toward providing one reimbursable breakfast and/or lunch per child per day.

B. Breakfast must be offered in all public schools if at least 25 percent of the students enrolled are eligible for free or reduced priced meals. If at least 50 percent of the eligible students refuse to participate during any year as demonstrated by sufficient proof to the Louisiana Department of Education (LDOE), the State Board of Elementary and Secondary Education (SBESE) may grant a waiver from the requirement.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2136 (December 2001).

§709. Required Documents for Meal Planning Options

A. The following documents shall be maintained to demonstrate that the required menu components and/or food items in sufficient quantities are offered each day.

1. Standardized Recipes

a. Standardized recipes are required to be used in food preparation for all menu planning options. A standardized recipe should include at a minimum:

- i. recipe name;
- ii. portion size;
- iii. yield;
- iv. all ingredients with descriptions such as fresh, frozen, dried, chopped, drained;
- v. ingredient amounts in volume or weight;
- vi. instructions for preparation.

2. Manufacturer's Nutrient Analyses and Nutrition Facts Label

a. SFAs are required to collect and have on file the nutrient analyses or Nutrition Facts labels for all processed food products and foods that do not appear in the USDA Food Buying Guide. Nutrient analyses can be secured from the product's manufacturer or broker or from the USDA's Child Nutrition DataBase. The Nutrition Facts label appears on the product's container or packaging.

b. The nutrient analysis or Nutrition Facts label must provide, at a minimum, the following information:

- i. serving size by volume and weight;
- ii. number of servings per container;
- iii. calories;
- iv. protein;
- v. total fat;
- vi. saturated fat;
- vii. cholesterol;
- viii. sodium;
- ix. total carbohydrate;
- x. dietary fiber;
- xi. vitamin A;
- xii. vitamin C;
- xiii. calcium;
- xiv. iron;

c. Additional nutrients or components may be given and can be included in the nutrient analysis. A sample is in the Supplement.

d. The information provided by the nutrient analysis and the Nutrition Facts label can be used to:

- i. conduct nutrient analyses of menus;
- ii. provide SFAs with a tool to use to compare the nutritional content of like or similar products; and
- iii. serve as an incentive for food companies to improve the nutritional content of the products they produce.

3. Nutrition (CN) Labeling Program/CN Label

a. The CN labeling program is a voluntary, technical assistance program administered by the Food and Nutrition Services (USDA) in conjunction with the Food Safety and Inspection Service (USDA), the National Marine Fisheries Service, and the United States Department of Commerce. This program involves the review of a manufacturer's recipe or product formulation to determine the contribution a serving of a commercially prepared product makes toward food-based meal pattern requirements and a review of the CN label statement to ensure its accuracy. The CN label states component requirements but does not guarantee that the product is acceptable, that it is good for children, or that it meets the Dietary Guidelines or the Nutrient Standards. Products eligible for the CN label are as follows:

i. commercially prepared products that contribute significantly to the meat/meat alternate component served as the main dish; and

ii. juice drinks and juice drink products that contain a minimum of 50 percent full-strength juice by volume.

b. Products manufactured in accordance with USDA requirements carry an approved CN label. A CN label statement must be an integral part of the product label and must include all of the following:

- i. the CN logo;
- ii. a six-digit product identification number;
- iii. a statement of the product's contribution toward meeting the meal pattern requirements;
- iv. authorization by USDA/FNS; and
- v. the month and year the label was approved.

c. The CN label should not be confused with nutrition facts labels, nutrient analyses, or product formulation statements. A sample of a CN label can be found in §755.E.

d. The USDA requires that SFAs be able to document the contribution that processed products make to the meal pattern requirements. Therefore, the SFA must maintain on file a copy of the label for all CN labeled products. CN labels are not required for SFAs using any of the nutrient standard menu planning options. A product formulation or product analysis sheet may be substituted for the CN label where applicable.

e. It is the SFA's responsibility to assure that products received meet specifications and have the correct CN number. The food service manager must be provided with the appropriate information, including serving sizes and crediting information. Depending on the menu planning option chosen, the CN number may be required when completing the Daily Production Record at each school/site.

4. Product Formulation Statement

a. The product formulation statement is a statement prepared and certified by the manufacturer of a prepared (processed) product declaring appropriate ingredient and

crediting information. The product formulation statement must:

- i. be on the company's letterhead;
- ii. provide the product name, product code number, portion size/weight, pack, case weight;
- iii. contain a crediting statement;
- iv. contain a certification statement; provide sufficient information for the purchaser to determine whether the crediting statement appears reasonable; and
- vi. be signed by a legally authorized representative of the company.

b. Proper documentation must be maintained on each processed item that is used to meet meal requirements. The food service manager must be provided with the appropriate information including serving sizes and crediting information.

c. A product formulation statement may be used in lieu of a CN label but, unlike the CN label, it does not carry a USDA warranty against losing reimbursement should there be an error. Therefore, SFAs must carefully review the statement to determine the accuracy of the information given prior to purchasing the product. Should a federal or state review find that the product did not meet meal requirements, an audit exception may be taken. (Refer to the guidance for Reviewing Product Formulation Statement in §755.F., and the sample form in §755.G.)

5. Summary of Required Documents for Meal Planning Options

Meal Planning Option	Standardized Recipes	Manufacturer's Nutrient Analysis or Nutrition Facts Labels	CN Labels or Product Formulation Statements
Traditional Food-based	✓	✓	✓
Enhanced Food-based	✓	✓	✓
Nutrient Standard	✓	✓	
Assisted Nutrient Standard	✓	✓	
Any Reasonable Approach	✓	✓	*

*Will depend on the option approved. Contact the state agency for additional information.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2136 (December 2001), amended LR 29:2027 (October 2003).

§711. Menu Planning Options

A. The USDA has created five menu planning options that allow SFAs to plan meals that meet the nutritional needs of school children. SFAs may choose one or more meal planning options to accommodate the schools/sites in their system; however, only one menu planning option may be used at an individual school/site. All menu planning options require breakfast and lunch menus to meet the Nutrient

Standards discussed in §703.Nutrient Standards. The options are listed below.

- 1. traditional food based menu planning;
- 2. enhanced food based menu planning;
- 3. nutrient standard menu planning;
- 4. assisted nutrient standard menu planning;
- 5. any reasonable approach.

B. The Traditional and Enhanced Food Based Menu Planning options are similar in that they require the menu planner to plan menus from specific food groups and require minimum quantities of these foods to be offered daily and/or weekly. Required minimum quantities and age groupings are different within these two menu planning options.

C. Nutrient Standard Menu Planning (NSMP) and Assisted Nutrient Standard Menu Planning (ANSMP) require SFAs to plan menus to meet the appropriate nutrient standards, and to analyze their menus for nutrient content using USDA approved nutrient analysis software. The regulations for these options are identical with the exception that SFAs using the ANSMP may have their menu cycles analyzed by an outside entity: e.g., other SFAs, consultants, the state agency. Unlike the Food Based menu planning options, NSMP and ANSMP do not require specific foods or specific quantities with the exception of fluid milk.

D. Refer to §711.A.1-5 for detailed information on each menu planning option.

1. Traditional Food Based Menu Planning

a. The Traditional Food Based Menu Planning option requires the use of foods from four specific food groups that are called food components. These foods must be included in the menu each day. A minimum number of servings per day and/or per week are specified for each food component each day.

b. Lunch menus must be planned to meet daily/weekly food component and meal pattern requirements. A lunch must contain a specified quantity of each of four required food components. A minimum of five food items, as shown below, must be offered.

i. Lunch Required Components/Food Items

Lunch Food Components	Lunch Food Items	Sample Lunch
Meat/Meat Alternate	1.Meat/Meat Alternate	Oven Baked Chicken
Vegetable/Fruit	2.Vegetable/Fruit	Green Beans
Grains/Breads	3.Vegetable/Fruit	Chilled Peaches
Milk	4.Grains/Breads	Whole Wheat Roll
	5.Milk	Milk

c. Breakfast menus must be planned to meet daily meal pattern requirements. Students must be offered four food items at breakfast. The food items must be offered in one of the three combinations listed below.

i. Breakfast Combinations Containing Required Components

Combination 1	Or Combination 2	Or Combination 3
1 Serving Milk	1 Serving Milk	1 Serving Milk
1 Juice/Fruit/Vegetable	1 Juice/Fruit/Vegetable	1 Juice/Fruit/Vegetable
2 Grains/Bread	2 Meat/Meat Alternates	1 Grains/Breads 1 Meat/Meat Alternate
Sample Breakfast		
Combination 1	Combination 2	Combination 3
Chocolate Milk	Lowfat Unflavored Milk	Whole Milk
Hash Brown Potatoes	Orange Juice	Fresh Strawberries
Large Biscuit (2 oz.)	Scrambled Egg	Cheese Toast
Orange Juice	Sausage Link	

d. Fluid milk and a food item selected from the Juice/Fruit/Vegetable component must always be offered. The fluid milk may be served as a beverage or on cereal or both. Schools must offer fluid milk in a variety of fat contents and may offer flavored, or unflavored milk and lactose-free milk. Shelf-stable milk may be used only to provide a milk option when milk requiring refrigeration may not be the best choice for service. Acceptable uses for shelf-stable milk include summer food service, satellite meal service, field trips, breakfast in the classroom and other grab and go type food service, before/after extended vacation times or other school calendar breaks or unexpected closures (hurricanes or snow days), expanding flavor choices to include flavors not available from the local dairy or regular milk provider, and special promotional or theme days. The state agency may conduct unannounced visits when reports of noncompliance are received. Failure to provide corrective action may result in withholding of funds.

e. Menu Components

i. To meet the requirements of the National School Lunch/School Breakfast Programs, school meals must contain a specified quantity of each of the food components as described below. The quantities or serving sizes for these components vary according to the age/grade group of the students being served. (Refer to the Traditional School Lunch/Breakfast Pattern charts, §755. H. and I. Note that the charts specify required minimum quantities for different age/grade groups.) Schools are encouraged, but not required, to vary portion sizes by age/grade groups; however, if a school chooses not to vary portion sizes, each group must receive at least the minimum quantities required for that group. In other words, for a given group of students, a school may serve more than the minimum quantity, but not less. In addition to the required food components, larger servings and other foods may need to be served to increase the nutritional quality and acceptability of the meal.

(a). Meat/Meat Alternate

(i). Any food item used to meet the meat/meat alternate requirement must be listed in the USDA Food Buying Guide or have a Child Nutrition (CN) label or a certified product formulation statement. Foods that may be counted as a meat/meat alternate include lean meat, poultry, or fish; cheese; eggs; cooked dry beans or peas; peanut butter or other nut or seed butters; yogurt; peanuts, soynuts, tree nuts, or seeds. Alternate protein products, as outlined in this section, may also be used as meat alternates. If schools do not offer choices of meat/meat alternates each day, it is recommended that no one meat alternate or form of meat

(e.g., ground, diced, pieces) be served more than three times in a single week.

(ii). The quantity of meat or meat alternate shall be the quantity of the edible portion as served. To be counted as meeting this requirement, the meat or meat alternate shall be served in a main dish or in a main dish and only one other menu item: that is, two menu items are the maximum number that may be used to meet the meat/meat alternate requirement. When two menu items are used, the combination must total the minimum quantity required and the items should be merchandised together and served as a single item: for example, a soup and sandwich combo may be offered as a menu combination. (Refer to the Traditional School Lunch/Breakfast Pattern charts, §755.H. and I, for quantity requirements by age/grade groups.)

(iii). Small amounts (less than ¼ oz.) of meat/meat alternates used as garnishes, seasoning, or in breading do not count toward meeting the quantity requirement of the meal. Examples are grated parmesan cheese used as a garnish over spaghetti or egg used in breading. Although use of such garnishes is encouraged, the amounts are not sufficient to make a real nutritional contribution to the meal.

(iv). Cooked dry beans/peas may be used as a meat/meat alternate or as a vegetable/fruit but cannot meet the requirement for both components in the same meal. The serving size of cooked dry beans/peas is measured by volume, not weight.

(v). Yogurt may be used to meet all or part of the meat/meat alternate requirement. Yogurt is credited at a ratio of four ounces (weight) or one-half cup (volume) of yogurt for one ounce of meat; the smallest portion that may be credited is two ounces (weight) or one-fourth cup (volume). To be counted, a product must meet the standard of identity for yogurt established by the Federal Drug Administration; noncommercial and/or nonstandardized products—such as frozen yogurt, homemade yogurt, drinkable yogurt products, yogurt-flavored products, yogurt bars, yogurt-covered fruit and/or nuts or similar items—cannot be used. Yogurt may be either plain or flavored, unsweetened or sweetened, fruited or nonfruited; however, the fruit in commercial fruited yogurt products cannot be credited toward the vegetable/fruit component.

(vi). Nuts and seeds, such as peanuts, soynuts, almonds, pecans, and walnuts, may be used to meet only one-half of the total meat requirement for lunch and must be combined in the same meal with other meat or meat alternates to provide at least the minimum quantity needed for the various age/grade groups. Only one ounce can be served at breakfast. Acorns, chestnuts, and coconuts cannot be counted as a meat alternate.

(vii). Lowfat and reduced fat cheeses may be credited toward meeting meal pattern requirements on an ounce-per-ounce basis, the same as regular fat cheeses. These products may be served alone or in combination with regular cheese. Cheese food substitutes and cheese spread substitutes have a specific standard of identity and receive the same credit as cheese foods and cheese spreads (two ounces provide one ounce of equivalent meat alternate).

Cheese substitutes (natural or processed) include reduced fat, lite, or nonfat products. Any product that is labeled as "imitation" or that has only the name "cheese product" cannot be counted toward the meat requirement.

(viii). Two alternate foods are authorized to meet part of the meat/meat alternate requirement: enriched macaroni with fortified protein and alternate protein products (APP).

[1]. Enriched Macaroni with Fortified Protein

[a]. Dry enriched macaroni with fortified protein may be used to meet no more than 50 percent of the meat requirement and must be combined with meat, poultry, fish, or cheese. An enriched macaroni product with fortified protein may credit toward the meat/meat alternate or the grains/breads requirement, but not as both components in the same meal. Only those products that appear on the USDA listing of acceptable enriched macaroni with fortified protein and that have the following statement on the label may be used: "One ounce dry weight of this product meets one-half of the meat or meat alternate requirements of lunch or supper of the USDA Child Nutrition Programs when served in combination with one or more ounces of cooked meat, poultry, fish, or cheese." (Contact the state agency concerning the current list of Approved Enriched Macaroni With Fortified Protein.)

[2]. Alternate Protein Products

[a]. A SFA may use alternate protein products to fulfill all or part of the meat/meat alternate component in the Traditional Food Based Menu Pattern. The alternate protein product may be used alone or in combination with other food ingredients. They may be used in the dry form (nonhydrated), partially hydrated or fully hydrated form. The moisture content of the fully hydrated product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).

[b]. A school may use commercially prepared meat or meat alternate products combined with alternate protein products or may use a commercially prepared product that contains only alternate protein products.

[c]. An alternate protein product whether used alone or in combination with meat or other meat alternates must meet the criteria listed below.

[i]. The product must be processed so that some portion of the nonprotein constituents of the food is removed and must be a safe and suitable edible product produced from plant or animal sources.

[ii]. The biological quality of the protein must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).

[iii]. The product must contain at least 18 percent protein by weight when fully hydrated or formulated. Hydrated or formulated refers to a dry alternate

protein product and the amount of water, fat, oil, colors, flavors or any other substances that have been added.

[d]. Manufacturers supplying an alternate protein product must provide documentation that the product meets all of the above criteria. In addition, manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an as prepared basis.

[e]. Manufacturers should provide the following information for an alternate protein product mix:

[i]. the amount by weight of dry alternate protein product in the package;

[ii]. hydration instructions; and

[iii]. instructions on how to combine the mix with meat or other meat alternates.

(b). Vegetable/Fruit

(i). Two or more servings of different vegetables and/or fruits must be offered to meet the vegetable/fruit requirement at lunch. Menu items such as fruit cocktail or mixed vegetables are considered as only one serving. However, large combination vegetable/fruit salads served as an entree that contains at least the minimum daily requirement of vegetables/fruits in combination with a meat/meat alternate, such as a chef's salad or a fruit plate with cottage cheese, are considered as two (or more) servings of vegetable/fruit and will meet the full requirement.

(ii). Full-strength vegetable or fruit juice may not be used to meet more than one-half of the total vegetable/fruit requirement at lunch. Any product, liquid or frozen, labeled as "juice," "full-strength juice," "single-strength juice," or "reconstituted juice" is considered full strength. Liquid or frozen "juice drinks" may contain only a small amount of full-strength juice. If used to meet a part of the vegetable/fruit requirement for lunch, the product must contain a minimum of 50 percent full-strength juice. Only the full-strength juice portion may be counted toward meeting the vegetable/fruit component requirement. At breakfast, only full-strength juice may be served to meet the vegetable/fruit requirement.

(iii). Cooked dry beans or peas may be used as a meat alternate or as a vegetable, but not as both food components in the same meal. Potato chips, corn chips, and other similar chips may not be counted as a vegetable/fruit. Small amounts (less than 1/8 cup) of vegetables/fruits used for flavoring or as a garnish, may not be counted toward the vegetable/fruit requirement.

(iv). Generally, most vegetables and fruits that are to be used are listed in the USDA Food Buying Guide. In some situations, the main dish may have a CN label that documents the fruit/vegetable contribution. In situations when neither is the case, a certified product formulation statement on the product from the manufacturer containing yield information on the product must be maintained on file in the SFA to indicate the contribution toward the meal requirements.

(c). Grains/Breads

(i). Unlike other components, the grains/breads requirement is based on minimum daily servings and total servings per week. The daily minimum requirement of grains/breads for children ages three and over is one serving per day and eight servings over a five day week; a 10 servings per week option meets the requirement for grades 7-12. For each day less than a five day week, the school may decrease the number of servings per week by approximately 20 percent (one-fifth). For Residential Child Care Institutions (RCCIs), the number of servings should be increased by approximately 20 percent (one-fifth) for each day beyond the five day week. Use the chart below to determine the number of grains/breads servings needed.

(ii). Number of Required Grains/Breads Servings

Days in Week	Preschool	Grades K-3	Grades 4-12	Optional Grades 7-12
7	11 1/4	11 1/4	11 1/4	14
6	9 3/4	9 3/4	9 3/4	12
5	8	8	8	10
4	6 1/2	6 1/2	6 1/2	8
3	5	5	5	6
2	3 1/4	3 1/4	3 1/4	4
1	1 3/4	1 3/4	1 3/4	2

(iii). At least one full-sized serving of grains/breads must be offered with lunch each day. When a school offers a choice of two or more menus, the largest number of grains/breads servings offered is counted toward the per week requirement. One-fourth of a serving is the smallest amount that can be credited toward the grains/breads requirement. Grains/breads servings offered at breakfast cannot be counted as contributing to the requirements for lunch.

(iv). Snack type items such as hard pretzels and chips made from enriched or whole-grain meal or flour as well as bran and/or germ may be credited. (Refer to the Grains/Breads for Food Based Menu Planning chart in §755.J. for specific food item and serving size requirements.)

(v). Enriched macaroni products with fortified protein may be used to meet the grains/breads requirement or to meet a part of the meat/meat alternate requirement but not both in the same meal. (Refer to §711.E.1.e.(i).(a).(viii).[1], Meat/Meat Alternate, Enriched Macaroni With Fortified Protein.)

(vi). The criteria listed below are used as the bases for crediting items to meet the grains/breads requirement. (For specific food item and serving size requirements, refer to §755.J, Grains/Breads for Food Based Menu Planning chart.)

[1]. All grains/breads items must be enriched or whole grain or made from enriched or whole grain meal or flour; or if that item is a cereal, the product must be whole grain, enriched or fortified. Bran and germ are credited the same as enriched or whole grain meal or flour. Crediting of foods is determined by the total amount of enriched flour

and/or whole-grain in the recipe and by the number of servings the recipe yields. When enriched or whole-grain meal and/or flour are used as an ingredient in a product or in a recipe, 14.75 grams of the meal and/or flour must be present in order for the serving to be counted as one full serving.

[2]. The label must indicate that the product is enriched or whole grain; is made from enriched or whole grain meal or flour, as well as bran and/or germ; or is fortified. If the product is enriched, the item must meet the Food and Drug Administration's Standards of Identity for enriched bread, macaroni and noodle products, rice, or cornmeal or corn grits.

[3]. The item must be provided in quantities specified in the regulations and in minimum serving sizes as specified in the Grains/Breads for Food Based Menu Planning chart in §755.J.

(d). Milk

(i). Schools are required to offer fluid milk at breakfast and lunch. All milk served shall be pasteurized fluid types of milk that meet state and local standards. Fluid milk in a variety of fat contents should be offered. Milk can be flavored or unflavored and lactose-free. For use of shelf-stable milk refer to §711.D.1.d.

(ii). Each student must be allowed to select his/her choice from the milk varieties available. If a milkshake is offered as part of the reimbursable lunch, it must contain, at a minimum, 8 ounces of fluid milk.

(iii). No other beverage may ever be offered as a choice against milk. A school may offer another beverage in addition to milk as long as students can take both at no extra charge. A student who accepts milk shall not be charged an additional amount for juice or bottled water if these items are given away at no charge to those students who refuse milk. The student's decision to accept or decline milk cannot be used to determine whether the school will charge that student for another beverage.

(e). Other Foods

(i). Other foods refers to food items that do not meet the requirements for any component in the meal patterns. They are frequently used as condiments and seasonings, to improve meal acceptability, and to satisfy the students' appetites. Other foods supply calories that help to meet the energy needs of growing children and contribute varying amounts of protein, vitamins, and minerals essential to good nutrition. Since many of these foods are high in salt, sugar, or fat, the amount and frequency of use should be limited. Other foods must be included as part of the nutrient analysis conducted.

f. Offer Versus Serve

i. Offer versus Serve is a serving method designed to reduce food waste and program costs without jeopardizing the nutritional integrity of the meals offered and served to students. SFAs are required to implement Offer versus Serve at the senior high grade levels at lunch; this option may be extended to students below the senior high

level. Offer versus Serve is optional at all grade levels at breakfast.

ii. In schools not implementing Offer versus Serve, a student must take all food items offered. In schools implementing Offer versus Serve, students are allowed to refuse a specified number of food items as described below. The refused food item may be any of the food items offered. Offer versus Serve does not affect the unit price of the meal; the price remains the same regardless of whether students select three, four, or all five-food items/components offered.

(a). Lunch

(i). Students must be offered all five required food items at lunch. The serving size of each of the five food items must equal the minimum quantities as specified in the Traditional School Lunch Pattern chart in §755.H. Two separate vegetable/fruit food items must be offered. The combined serving size of these items must total the required minimum quantity by age/grade group for the vegetable/fruit component.

(ii). Senior high school students shall be permitted to decline a maximum of two of the five required food items. For a lunch to be reimbursable, a senior high school student must take the full portions of three of the five required food items offered. Students are not required to take specific food items as long as at least three of the five items offered are chosen.

(iii). Offer versus Serve is optional for elementary, middle, and junior high school students. When Offer versus serve is implemented at the elementary, middle, and junior high levels, the SFA may decide whether a student is allowed to decline two food items or only one food item. If the SFA elects the four-food item minimum, a three-item lunch is incomplete and cannot be claimed for reimbursement.

(iv). When a student has turned down a full portion of one or two items, the student may be offered a smaller portion of those items. However, the smaller portion(s) cannot count toward meeting the requirements for a reimbursable meal. Double servings of any food item will not count as two of the required items. The required three or four servings must be from different food items.

(v). A combination of two different meat/meat alternates may be served in the main dish and one other menu item; however, Both items must be taken in order to count the meat/meat alternate food item toward meeting the requirements of a reimbursable meal. The smallest serving size that can be counted as a vegetable/fruit component is 1/8 cup only if 1/8 cup was the planned serving size. For two servings of different fruit/vegetable items to count as two of the required food items, the serving sizes must meet the component quantity requirements for that grade group. For example, if using the two meal patterns, the two different fruit/vegetable items together must equal 1/2 cup for K-3 students and 3/4 cup for 4-12 students.

(vi). The USDA Healthy School Meals Training Manual, Meal Pattern Requirements and Offer versus Serve Manual (FNS-265) and the USDA video, Recognizing Reimbursable Meals in the National School Lunch and

School Breakfast Programs provide additional guidance concerning the Offer versus Serve provision at lunch.

(b). Breakfast

(i). Students must be offered all four-food items as listed in the Traditional School Breakfast Pattern chart in §755.I. SFAs are allowed, but not required, to implement offer versus serve at breakfast. Under this provision, students may decline one food item. The decision as to which food item to decline rests solely with the student. In schools not implementing offer versus serve, a student must take full portions of all food items offered.

(ii). Three food items from at least two different food components are required for a reimbursable breakfast. To count as a component, the student must take a full serving of that component. The full serving may be one food item or may be split among two or more food items of the same component (i.e., grains/breads or meat/meat alternate), as long as the combined total quantity served is equal to a full serving of that component: for example, one full serving equals 1/2 slice toast and 1/2 oz. whole grain or enriched cereal or 1/2 oz. lean meat and 1/2 oz. cheese.

(iii). However, if the student selected only a half-serving of grains/breads and a half-serving of meat/meat alternate such as a half slice of cheese toast (1/2 oz. cheese + 1/2 slice bread), no credit would be given for either the meat/meat alternate or the grains/breads.

(iv). A double serving of grains/breads or meat/meat alternate will count as two food items toward the breakfast requirements: e.g., one large biscuit (2 oz.) or egg and cheese omelet (1/2 large egg and 1 oz. cheese). A second serving of vegetable/fruit or a second serving of milk will not count toward the breakfast requirements.

(v). Combination food items, such as breakfast pizzas, burritos or fruit turnovers, can be counted as only two items, regardless of the size, weight, or number of food items the product contains.

(vi). The USDA Healthy School Meals Training Manual, Meal Pattern Requirements and Offer versus Serve Manual (FNS-265) and the USDA video, Recognizing Reimbursable Meals in the National School Lunch and School Breakfast Programs provide additional information concerning the Offer versus Serve provision at breakfast.

g. Nutrient Standards and Analysis Requirements

i. SFAs shall ensure that participating schools provide nutritious and well-balanced meals that meet the Nutrient Standards as required by program regulations. The state agency shall conduct a nutrient analysis of menus for one school week to determine whether the Nutrient Standards have been met. (Refer to §755.A. Required Nutrient Standards for Traditional Food Based Menu Planning.) If the SFA chooses to conduct its own analysis, the state agency will review the SFA's nutrient analysis. SFAs must follow Nutrient Standard Menu Planning protocols to use the SFA's analysis. (Refer to §705. Computerized Nutrient Analysis for additional information.)

h. Substitutions

i. The school meal patterns specify fluid milk as a component; the only substitutions allowed are for documented medical reasons on a case by case basis. (Refer to §727.Meal Substitutions for Medical or Dietary Reasons.) Ethnic or religious reasons may also permit substitutions if approved by the Food and Nutrition Services of USDA. (Contact the state agency for specific information.)

2. Enhanced Food Based Menu Planning

a. The Enhanced Food Based Menu Planning option requires the use of foods from four specific food groups that are called food components. These foods must be included in the menu each day. A minimum number of servings per day and/or per week are specified for each food component.

b. Lunch menus must be planned to meet daily/weekly food component and meal pattern requirements. A lunch must contain a specified quantity of each of four required food components. A minimum of five food items, as shown below, must be offered each day.

i. Lunch Required Components/Food Items

Lunch Food Components	Lunch Food Items	Sample Lunch
Meat/Meat Alternate	1. Meat/Meat Alternate	Oven Baked Chicken
Vegetable/Fruit	2. Vegetable/Fruit	Green Beans
Grains/Breads	3. Vegetable/Fruit	Chilled Peaches
Milk	4. Grains/Breads	Whole Wheat Roll
	5. Milk	Milk

c. Breakfast menus must be planned to meet daily meal pattern requirements. Students must be offered four food items at breakfast. The food items must be offered in one of the three combinations listed below.

i. Breakfast Combinations Containing Required Components

Combination 1	Or Combination 2	Or Combination 3
1 Serving Milk	1 Serving Milk	1 Serving Milk
1 Juice/Fruit/Vegetable	1 Juice/Fruit/Vegetable	1 Juice/Fruit/Vegetable
2 Grains/Breads	2 Meat/Meat Alternates	1 Grains/Breads
		1 Meat/Meat Alternate
Sample Breakfast		
Combination 1	Combination 2	Combination 3
Chocolate Milk	Lowfat Unflavored Milk	Whole Milk
Hash Brown Potatoes	Orange Juice	Fresh Strawberries
Large Biscuit (2 oz.)	Scrambled Egg	Cheese Toast
Orange juice	Sausage Link	

d. Fluid milk and a food item selected from the Juice/Fruit/Vegetable component must always be offered. The fluid milk may be served as a beverage or on cereal or both. Schools must offer fluid milk in a variety of fat contents and may offer flavored, unflavored, and lactose-free milk. For use of shelf-stable milk refer to §711.D.1.d.

e. Menu Components

i. To meet the requirements of the National School Lunch/School Breakfast Programs, school meals must contain a specified quantity of each of the food components as described below. The quantities or serving sizes for these components vary according to the age/grade group of the students being served. (Refer to the Enhanced

School Lunch/Breakfast Pattern charts found in §755.K and L. Note that the charts specify required minimum quantities for different age/grade groups.) Schools are encouraged, but not required, to vary portion sizes by grade groups; however, if a school chooses not to vary portion sizes, each group must receive at least the minimum quantities required for that group. In other words, for a given group of students, the school may serve more than the minimum quantity, but not less. In addition to the required food components, larger servings and other foods may need to be served to increase the nutritional quality and acceptability of the meal.

(a). Meat/Meat Alternate

(i). Any food item used to meet the meat/meat alternate requirement must be listed in the USDA Food Buying Guide or must have a Child Nutrition (CN) label or a certified product formulation statement. Foods that may be counted as a meat/meat alternate include lean meat, poultry or fish; cheese; egg; cooked dry beans or peas; peanut butter or other nut or seed butters; yogurt; peanuts, soynuts, tree nuts, or seeds. Alternate protein products, as outlined in this Section, may also be used as meat alternates. If schools do not offer choices of meat/meat alternates each day, it is recommended that no one meat alternate or form of meat (e.g., ground, diced, pieces) be served more than three times in a single week.

(ii). The quantity of meat or meat alternate shall be the quantity of the edible portion as served. To be counted as meeting this requirement, the meat or meat alternate shall be served either in a main dish or in a main dish and only one other menu item: that is, two menu items are the maximum number that may be used to meet the meat/meat alternate requirement. When two menu items are used, the combination must total the minimum quantity required, and the items should be merchandised together and served as a single item. For example, a soup and sandwich combo may be offered as a menu combination. (For quantity requirements by age/grade groups, refer to §755.K and L: Enhanced School Lunch/Breakfast Pattern Charts.)

(iii). Small amounts (less than 1/4 oz.) of meat/meat alternates used as garnishes, seasoning, or in breading do not count toward meeting the quantity requirement of the meal. Examples are grated parmesan cheese used as a garnish over spaghetti or egg used in breading. Although use of such garnishes is encouraged, the amounts are not sufficient to make a real nutritional contribution to the meal.

(iv). Cooked dry beans/peas may be used as a meat/meat alternate or as a vegetable/fruit but cannot meet the requirement for both components in the same meal. The serving size of cooked dry beans/peas is measured by volume, not weight.

(v). Yogurt may be used to meet all or part of the meat/meat alternate requirement. Yogurt is credited at a ratio of four ounces (weight) or one-half cup (volume) of yogurt for one ounce of meat; the smallest portion that may be credited is two ounces (weight) or one-fourth cup (volume). To be counted, a product must meet the standard of identity for yogurt established by the Federal Drug Administration; noncommercial and/or nonstandardized

products such as frozen yogurt, homemade yogurt, drinkable yogurt products, yogurt-flavored products, yogurt bars, yogurt-covered fruit and/or nuts or similar items cannot be used. Yogurt may be either plain or flavored, unsweetened or sweetened, fruited or nonfruited; however, the fruit in commercial fruited yogurt products cannot be credited toward the vegetable/fruit component.

(vi). Nuts and seeds, such as peanuts, soynuts, almonds, pecans, and walnuts, may be used to meet only one-half of the total meat requirement for lunch and must be combined in the same meal with other meat or meat alternates to provide at least the minimum quantity needed for the various age/grade groups. Only one ounce can be served at breakfast. Acorns, chestnuts, and coconuts cannot be counted as a meat alternate.

(vii). Lowfat and reduced fat cheeses may be credited toward meeting meal pattern requirements on an ounce-per-ounce basis, the same as regular fat cheeses. These products may be served alone or in combination with regular cheese. Cheese food substitutes and cheese spread substitutes have a specific standard of identity and receive the same credit as cheese foods and cheese spreads (two ounces provide one ounce of equivalent meat alternate). Cheese substitutes (natural or processed) include reduced fat, lite, or nonfat products. Any product that is labeled as "imitation" or that has only the name "cheese product" cannot be counted toward the meat requirement.

(viii). Two alternate foods are authorized to meet part of the meat/meat alternate requirement: enriched macaroni with fortified protein and alternate protein products (APP).

[1]. Enriched Macaroni With Fortified Protein

[a]. Dry enriched macaroni with fortified protein may be used to meet no more than 50 percent of the meat requirement and must be combined with meat, poultry, fish, or cheese. An enriched macaroni product with fortified protein may credit toward the meat/meat alternate or the grains/breads requirement, but not as both components in the same meal. Only those products that appear on the USDA listing of acceptable enriched macaroni with fortified protein and that have the following statement on the label may be used: "One ounce dry weight of this product meets one-half of the meat or meat alternate requirements of lunch or supper of the USDA Child Nutrition Programs when served in combination with one or more ounces of cooked meat, poultry, fish, or cheese." (Contact the state agency concerning the current list of Approved Enriched Macaroni With Fortified Protein.)

[2]. Alternate Protein Products

[a]. A SFA may use alternate protein products to fulfill all or part of the meat/meat alternate component in the Enhanced Food Based Menu Pattern. Alternate protein products may be used alone or in combination with other food ingredients. They may be used in the dry form (nonhydrated), partially hydrated form, or fully hydrated form. The moisture content of the fully hydrated product (if prepared from a dry concentrated form) must be such that the mixture will have a minimum of 18 percent protein by

weight or equivalent amount for the dry or partially hydrated form (based on the level that would be provided if the product were fully hydrated).

[b]. Schools may use commercially prepared meat or meat alternate products combined with alternate protein products or may use a commercially prepared product that contains only alternate protein products.

[c]. An alternate protein product whether used alone or in combination with meat or other meat alternates must meet the criteria listed below.

[i]. The product must be processed so that some portion of the nonprotein constituents of the food is removed and must be a safe and suitable edible product produced from plant or animal sources.

[ii]. The biological quality of the protein must be at least 80 percent that of casein, determined by performing a Protein Digestibility Corrected Amino Acid Score (PDCAAS).

[iii]. The product must contain at least 18 percent protein by weight when fully hydrated or formulated. Hydrated or formulated refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances that have been added.

[d]. Manufacturers supplying an alternate protein product must provide documentation that the product meets all of the above criteria. In addition, manufacturers should provide information on the percent protein contained in the dry alternate protein product and on an "as prepared" basis.

[e]. Manufacturers should provide the following information for an alternate protein product mix:

[i]. the amount by weight of dry alternate protein product in the package;

[ii]. hydration instructions; and

[iii]. instructions on how to combine the mix with meat or other meat alternates.

(b). Vegetable/Fruit

(i). Two or more servings of different vegetables and/or fruits must be offered to meet the vegetable/fruit requirement at lunch. Menu items such as fruit cocktail or mixed vegetables are considered as only one serving. However, large combination vegetable/fruit salads served as an entree that contains at least the minimum daily quantity of vegetables/fruits in combination with a meat/meat alternate—such as a chef's salad or a fruit plate with cottage cheese—are considered as two (or more) servings of vegetable/fruit and will meet the full requirement.

(ii). For children in kindergarten through grade six, the lunch requirement for the vegetable/fruit component is based on minimum daily servings plus an additional ½ cup in any combination over a five-day period. (Refer to the Enhanced School Lunch/Breakfast Pattern charts in §755.M and N for specific serving sizes or quantity requirements by age/grade groups.)

(iii). Full-strength vegetable or fruit juice may not be used to meet more than one-half of the total vegetable/fruit requirement at lunch. Any product, liquid or frozen, labeled as "juice," "full-strength juice," "single-strength juice," or "reconstituted juice" is considered full strength. Liquid or frozen "juice drinks" may contain only a small amount of full-strength juice. If used to meet a part of the vegetable/fruit requirement for lunch, the product must contain a minimum of 50 percent full-strength juice.; Only the full-strength juice portion may be counted toward meeting the vegetable/fruit component requirement. At breakfast, only full-strength juice may be counted toward meeting the vegetable/fruit requirement.

(iv). Cooked dry beans or peas may be used as a meat alternate or as a vegetable, but not as both food components in the same meal. Potato chips, corn chips, and other similar chips may not be counted as a vegetable/fruit. Small amounts (less than 1/8 cup) of vegetables/fruits used for flavoring or as a garnish, may not be counted toward the vegetable/fruit requirement.

(v). Generally, most vegetables and fruits that are to be used are listed in the USDA Food Buying Guide. In some situations, the main dish may have a CN label that documents the Fruit/Vegetable contribution. In situations where neither is the case, a certified product formation statement on the product from the manufacturer providing yield information on the product must be maintained on file by the SFA to indicate the contribution toward the meal requirements.

(c). Grains/Breads

(i). Unlike other components, the grains/breads requirement is based on minimum daily servings and total servings per week. The daily minimum requirement of grains/breads for children ages three and over is one serving per day and eight servings over a five day week; 12 servings per week for grades K-6; 15 servings per week for grades 7-12; and a 10 servings per week option for grades K-3. For each day less than a five day week, the school may decrease the number of servings per week by approximately 20 percent (one-fifth). For Residential Child Care Institutions (RCCIs), the number of servings should be increased by approximately 20 percent (one-fifth) for each day beyond the five day week. (Use the chart below to help determine the number of grains/breads servings needed.)

(ii). Number of Required Grains/Breads Servings

Days in Week	Preschool	Grades K-6	Grades 7-12	Optional Grades K-3
7	11 1/4	17	21	14
6	9 3/4	14 1/2	18	12
5	8	12	15	10
4	6 1/2	9 3/4	12	8
3	5	7 1/4	9	6
2	3 1/4	5	6	4
1	1 1/4	2 1/2	3	2

(iii). At least one full-sized serving of grains/breads must be offered with lunch each day. When a

school offers a choice of two menus or more menus, the largest number of grains/breads servings offered is counted toward the per week requirement. One-fourth of a serving is the smallest amount that can be credited toward the grains/breads requirement. Grains/breads servings offered at breakfast cannot be counted as contributing to the requirements for lunch.

(iv). Up to one grains/bread serving per day may be a dessert for grades K-12; dessert type items may not be counted as a grains/breads serving for preschool students. Snack type items such as hard pretzels and chips made from enriched or whole-grain meal or flour as well as bran and/or germ may be credited. (Refer to the Grains/Breads for Food Based Menu Planning chart in §755.J for specific food item and serving size requirements.)

(v). Enriched macaroni products with fortified protein may be used to meet the grains/breads requirement or to meet a part of the meat/meat alternate requirement but not both in the same meal. (Refer to §711.E.1.e.i(a)(viii.)[1]:Meat/Meat Alternate, Enriched Macaroni with Fortified Protein.)

(vi). The criteria listed below are used as the bases for crediting items to meet the grains/breads requirement. (For specific food item and serving size requirements, refer to the Grains/Breads for Food Based Menu Planning chart, §755.L.)

[1]. All grains/breads items must be enriched or whole grain or be made from enriched or whole grain meal or flour; or if the item is a cereal, the product must be whole grain, enriched or fortified. Bran and germ are credited the same as enriched or whole grain meal or flour. Crediting of foods is determined by the total amount of enriched flour and/or whole-grain in the recipe and by the number of servings the recipe yields. When enriched or whole-grain meal and/or flour are used as an ingredient in a product or in a recipe, 14.75 grams of the meal and/or flour must be present in order for the serving to be counted as one full serving.

[2]. The label must indicate that the product is enriched or whole grain; is made from enriched or whole grain meal or flour, as well as bran and/or germ; or fortified. If the product is enriched, the item must meet the Food and Drug Administration's Standards of Identity for enriched bread, macaroni and noodle products, rice, or cornmeal.

[3]. The item must be provided in quantities specified in the regulations and in minimum serving sizes as specified in the Grains/Breads for Food Based Menu Planning chart in §755.L.

(d). Milk

(i). Schools are required to offer milk as a beverage. All milk served shall be pasteurized fluid types of milk that meet state and local standards. Fluid milk in a variety of fat contents must be offered. Flavored, unflavored, and lactose-free milk may be offered. For use of shelf-stable milk refer to §711. D.1.d.

(ii). Each student must be allowed to select his/her choice from the milk varieties available. If a

milkshake is offered as part of the reimbursable lunch, it must contain, at a minimum, 8 ounces of fluid milk.

(iii).Milk can never be offered as a choice against another beverage. A school may offer another beverage in addition to milk as long as students can take both at no extra charge. A student who accepts milk shall not be charged an additional amount for juice or bottled water if these items are given away at no charge to those students who refuse milk. The student's decision to accept or decline milk cannot be used to determine whether the school will charge that student for another beverage.

(iv).The school meal patterns specify fluid milk as a component; the only substitutions allowed are for documented medical reasons on a case by case basis. (Refer to §727.Meal Substitutions for Medical or Dietary Reasons). Ethnic or religious reasons may also permit substitutions. (Contact the state agency for specific information.)

(e). Other Foods

(i). Other foods refers to food items that do not meet the requirements for any component in the meal patterns. They are frequently used as condiments and seasonings, to improve meal acceptability, and to satisfy the students' appetites. Other foods supply calories that help to meet the energy needs of growing children and contribute varying amounts of protein, vitamins, and minerals essential to good nutrition. Since many of these foods are high in salt, sugar, or fat, the amount and frequency of use should be limited. Other foods must be included as part of the nutrient analysis conducted.

f. Offer Versus Serve

i. Offer versus Serve is a serving method designed to reduce food waste and program costs without jeopardizing the nutritional integrity of the meals offered and served to students. SFAs are required to implement Offer versus Serve at the senior high grade levels at lunch; this option may be extended to students below the senior high level. Offer versus Serve is optional at all grade levels at breakfast.

ii. In schools not implementing Offer versus Serve, a student must take all food items offered. In schools implementing Offer versus Serve, students are allowed to refuse a specified number of food items as described below. The refused food item may be any of the food items offered. Offer versus Serve does not affect the unit price of the meal; the price remains the same regardless of whether students select three, four, or all five food items offered.

(a). Lunch

(i). Students must be offered all five required food items at lunch. The serving size of each of the five food items must equal the minimum quantities as specified in the Enhanced School Lunch Pattern chart in §755.M. Two separate vegetable/fruit food items must be offered. The combined serving size of these items must total the required minimum quantity by age/grade group for the vegetable/fruit component.

(ii). Senior high school students shall be permitted to decline a maximum of two of the five required

food items. For a lunch to be reimbursable, a senior high school student must take the full portions of three of the five required food items offered. Students are not required to take specific food items as long as at least three of the five items offered are chosen.

(iii). Offer versus Serve is optional for elementary, middle, and junior high school students. When Offer versus serve is implemented at the elementary middle or junior high levels, the SFA may decide whether a student is allowed to decline two food items or only one food item. If the SFA elects the four-food item minimum, a three-item lunch is incomplete and cannot be claimed for reimbursement.

(iv).When a student has turned down a full portion of one or two items, the student may be offered a smaller portion of those items. However, the smaller portion(s) cannot count toward meeting the requirements for a reimbursable meal. Double servings of any food item will not count as two of the required items. The required three or four servings must be from different food items.

(v). A combination of two different meat/meat alternates may be served in the main dish and one other menu item; however, Both items must be taken in order to count the meat/meat alternate food item toward meeting the requirements of a reimbursable meal. The smallest serving size that can be counted as a vegetable/fruit component is 1/8 cup only if 1/8 cup was the planned serving size. For two servings of different fruit/vegetable items to count as two of the required food items, the serving sizes must meet the component quantity requirements for that grade group. For example, if using the two meal patterns, the two different fruit/vegetable items together must equal 1/2 cup for K-3 students and 3/4 cup for 4-12 students.

(vi). The USDA Healthy School Meals Training Manual, Meal Pattern Requirements and Offer versus Serve Manual (FNS-265) and the USDA video, Recognizing Reimbursable Meals in the National School Lunch and School Breakfast Programs provide additional guidance concerning the Offer versus Serve provision at lunch.

(b). Breakfast

(i). Students must be offered all four-food items as listed in the Enhanced School Breakfast Pattern chart in §755.N. SFAs are allowed, but not required to implement Offer versus Serve at breakfast. Under this provision, students may decline one food item. The decision as to which food item to decline rests solely with the student. In schools not implementing Offer versus Serve, a student must take full portions of all food items offered.

(ii). Three food items from at least two different food components are required for a reimbursable breakfast. For the component to count as a component, the student must take a full serving of that component. The full serving may be one food item or may be split among two or more food items of the same component (i.e. grains/breads or meat/meat alternate), as long as the combined total quantity served is equal to a full serving of that component: for example, one full serving equals 1/2 slice toast and 1/2

oz. whole grain or enriched cereal or 1/2 oz. lean meat and 1/2 oz. cheese.

(iii). However, if the student selected only a half-serving of grains/breads and a half-serving of meat/meat alternate such as a half slice of cheese toast (1/2 oz. cheese + 1/2 slice bread), no credit would be given for either the meat/meat alternate or the grains/breads.

(iv). A double serving of grains/breads or meat/meat alternate will count as two food items toward the breakfast requirements: e.g., one large biscuit (2 oz.) or egg and cheese omelet (1/2 large egg and 1 oz. cheese). A second serving of vegetable/fruit or a second serving of milk will not count toward the breakfast requirements.

(v). Combination food items, such as breakfast pizzas, burritos or fruit turnovers, can be counted as only two items, regardless of the size, weight, or number of food items the product contains.

(vi). The USDA Healthy School Meals Training Manual, Meal Pattern Requirements and Offer versus Serve Manual (FNS-265) and the USDA video, Recognizing Reimbursable Meals in the National School Lunch and School Breakfast Programs provide additional guidance concerning the Offer versus Serve provision at breakfast.

g. Nutrient Standards and Analysis Requirements

i. SFAs shall ensure that participating schools provide nutritious and well-balanced meals that meet the nutrient standards as required by program regulations. The state agency shall conduct a nutrient analysis of menus for one school week to determine whether the nutrient standards have been met. (Refer to §755.B.Required Nutrient Standards for Enhanced Food Based Menu Planning.) If the SFA chooses to conduct its own analysis, the state agency will review the SFA's nutrient analysis. SFAs must follow Nutrient Standard Menu Planning protocols to use the SFA's analysis. (Refer to §705.Computerized Nutrient Analysis for Additional Information.)

h. Substitutions

i. The school meal patterns specify fluid milk as a component; the only substitutions allowed are for documented medical reasons on a case by case basis. (Refer to §727.Meal Substitutions for Medical or Dietary Reasons.) Ethnic or religious reasons may also permit substitutions if approved by the Food and Nutrition Services of USDA. (Contact the state agency for specific information.)

3. Nutrient Standard Menu Planning (NSMP)

a. Nutrient Standard Menu Planning (NSMP) requires that meals are planned to meet the appropriate Nutrient Standards and requires computerized nutrient analysis of school meals using a USDA approved software program. NSMP allows menu planners to break away from the food-based method of planning menus and use a variety of foods to meet the Nutrient Standards without requiring specific food components, with the exception of fluid milk, and no required amounts, except that Food of Minimal Nutritional Value (FMNV) do not count when served alone.

b. There are three required categories of menu items for lunch. Students must be offered, at a minimum, one serving from each of these categories:

- i. entrée;
- ii. side dish(es);
- iii. fluid milk.

c. Breakfast consists of a minimum of three menu items from two categories:

- i. fluid milk (1 item);
- ii. other menu items (2 items).

d. Although only three menu items are required to be offered at lunch and breakfast, SFAs may need to offer more than three to meet the Nutrient Standards. There are no minimum quantities for any menu item.

e. Choices may be offered within each menu category for lunch and breakfast. However, the number of choices offered does not affect the number of menu items that will constitute a reimbursable breakfast or lunch. The menu planner must assure that the correct number of items is offered and that each week's menu meets the Nutrient Standards.

f. Menu Items

i. In NSMP, the menu planner uses menu items instead of food components and food items. A menu item may be a single food or a combination of foods. Whether a food can be counted as one or two menu items is determined by the way the food is served. If two or more foods are grouped together, the food items may be counted as one menu item. If the food items are served separately, they are counted as two menu items: for example, a hamburger patty served on a bun is counted as one menu item, but a hamburger patty served with a bun on the side is counted as two menu items.

(a). Entree

(i). An entree is a menu item that is a combination of foods or a single food that is served as the main dish. The entree may be any food (i.e., meat, grain, bread, fruit, vegetable, etc.) except fluid milk, condiments, or a food of minimal nutritional value. There is no entree requirement at breakfast. (Refer to 1196 Supplement Guidance and Forms for a listing of foods of minimal nutritional value.)

(b). Side Dish(es)

(i). Any menu item offered other than the entree and milk is considered a side dish. The side dish may be any food except condiments or those foods of minimal nutritional value or have foods of minimal nutritional value as the main ingredient.

(c). Milk

(i). Schools are required to offer fluid milk as a beverage at lunch or as a beverage or on cereal at breakfast. All milk served shall be pasteurized fluid types of milk that meet state and local standards. Fluid milk in a variety of fat contents must be offered. Milk may be flavored

or unflavored and lactose-free. For use of shelf-stable milk refer to §711.D.1.d.

(ii). Each student must be allowed to select his/her choice from the milk varieties available.

(iii). No other beverage may ever be offered as a choice against milk. A school may offer another beverage in addition to milk as long as students can take both at no extra charge. A student who accepts milk shall not be charged an additional amount for juice or bottled water if these items are given away at no charge to those students who refuse milk. The student's decision to accept or decline milk cannot be used to determine whether the school will charge that student for another beverage.

(d). Other Menu Items

(i). The category, other menu items, refers to any food other than the entree, fluid milk and foods of minimal nutritional value. (Refer to 1196 Supplement Guidance and Forms for a listing of foods of minimal nutritional value.) The menu planner may consider the "other menu items" category to be side dishes. Condiments such as relishes, catsup, mustard, mayonnaise, jelly, syrup, gravy, etc. may not be counted as other menu items.

g. Theme Bars

i. Theme bars, such as salad bars, pasta bars, potato bars, may be offered and counted as a reimbursable lunch if they consist of an entree, at least one side dish, and fluid milk.

h. Bag Lunches/Special Meals

i. Meals for field trips or special occasions should be included in the menu analysis. These meals, whether breakfast or lunch, are required to have the minimum number of menu items.

i. Offer Versus Serve

i. Offer versus Serve is a serving method designed to reduce food waste and food costs in the school food service program without jeopardizing the nutritional integrity of the meals offered and served to students. SFAs are required to implement Offer versus Serve at the senior high grade levels at lunch and may implement at elementary, middle and junior high levels. It is optional at all grade levels at breakfast. In schools not implementing Offer versus Serve, a student must take all menu items offered.

ii. Offer versus Serve does not affect the unit price of the meal. The price remains the same regardless of the number of menu items selected.

iii. When implementing Offer versus Serve, the menu planner must first establish how many menu items will constitute a reimbursable lunch or breakfast. SFAs may choose to offer more than the three required items at breakfast and lunch, but it is recommended that the maximum number of items a student may select for a reimbursable meal does not vary from day to day. Students cannot select two servings of the same menu item at breakfast or lunch (i.e., two entrees or two servings of the same side dish) and have them count toward meeting a reimbursable meal.

(a). Lunch

(i). Students must be offered, at a minimum, three menu items for lunch: an entree, a side dish, and fluid milk. The student must always select the entree in order to have a reimbursable lunch. When only three menu items are offered, the student may decline only one item; two items must be selected: the entree and either the side dish or the milk. When more than three menu items are offered, the student may decline no more than two items. With the exception of the entrée, the decision as to which other items to decline rests solely with the student.

Number of Menu Items Offered	Maximum Number That Can Be Declined
3	1
4	2
5	2
6	2

(b). Breakfast

(i). Students must be offered a minimum of three menu items for breakfast: fluid milk and two menu items. Regardless of the number of items offered for breakfast, the student may decline a maximum of only one item. Therefore, if three items are offered, the student must select two items; and if four items are offered, the student must select three. The decision as to which item to decline rests solely with the student.

Number of Menu Items Offered	Maximum Number That Can Be Declined
3	1
4	1
5	1
6	1

j. Menu Substitutions

i. Menu substitutions change the nutrient content of a meal; therefore, menus may need to be reanalyzed to ensure that the Nutrient Standards are still being met. Substitutions should be made with a similar food that

(a). plays the same role in the meal, such as, an entree, side dish, or other food; and

(b). is the same type of food: such as meat, fruit, vegetable, bread.

ii. The menu must be reanalyzed if the need for a substitution is known two weeks (14 calendar days) or more prior to the day the original menu item was to be served. When the need to substitute is known for fewer than two weeks (13 calendar days or less), reanalysis is not required; but efforts should be made to substitute a similar food with comparable nutritive value.

iii. The USDA requires a tracking system that documents when the school/site was aware that the substitution was needed and what item(s) were substituted. In addition, substitutions shall be recorded on the Daily Food Production Record.

k. Nutrient Standards and Analysis Requirements

i. SFAs are required to conduct and maintain on a continuous basis nutrient analyses of lunch and breakfast menus prior to meal service. Only USDA approved software may be used to conduct the analyses.

ii. SFAs are allowed the flexibility to use §755.C: The Nutrient Standards from the Required Grade Groupings, §755.D: The Optional Age Groupings, or customized groupings that correspond to the age groups within a specific school/site. (Refer to USDA's Healthy School Meals Manual for additional information on customizing.)

1. Substitutions

i. The school meal patterns specify fluid milk as a component; the only substitutions allowed are for documented medical reasons on a case by case basis. (Refer to §727.Meal Substitutions for Medical or Dietary Reasons.) Ethnic or religious reasons may also permit substitutions if approved by the Food and Nutrition Services of USDA. (Contact the state agency for specific information.)

4. Assisted Nutrient Standard Menu Planning

a. Assisted Nutrient Standard Menu Planning (ANSMP) is designed for SFAs that lack the technical resources to implement Nutrient Standard Menu Planning but would like to take advantage of its features. This option allows SFAs to use the expertise of outside entities, such as other SFAs, the state agency, or a consultant, to develop a cycle menu, recipes, procurement specifications and production schedules that will allow school meals to meet the nutrient standards. These menus, recipes, etc. must be followed precisely. The SFA must have state agency approval of initial menu cycle along with nutrient analysis, recipes, product specifications, and any other documentation requested by the state agency. (For specific requirements, refer to §711, Nutrient Standard Menu Planning., and Summary of Required Documents §709.A.5)

5. Any Reasonable Approach

a. On May 29, 1996, President Clinton signed Public Law 104-149, the Healthy Meals for Children Act, which provides that schools may use any reasonable approach to menu planning that will achieve compliance with the nutrition standards as long as the approach conforms to guidelines issued by the Department of Agriculture. SFAs must obtain state agency approval prior to implementation. (Contact your state agency for guidelines.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2137 (December 2001), amended LR 29:2028 (October 2003), LR 32:802 (May 2006).

§713. Infant Meal Patterns

A. Infants under one year of age shall be served an infant breakfast and/or lunch as specified in §755.M. Foods within the infant meal patterns shall be of the texture and consistency appropriate for the particular age group being served and shall be served to the infant during a span of time consistent with the infant's eating habits.

B. For infants four through seven months, solid foods are optional; solid foods should be introduced only when the infant is developmentally ready. Breast milk or iron-fortified infant formula shall be served to all infants that are less than one year of age.

1. Minimum Quantity Requirements for Breast Milk

a. Since some breastfed infants regularly consume less than the minimum required amount of breast milk, regulations allow a SFA to serve these infants less than the minimum required amount. In these situations, additional breast milk must be offered if the infant is still hungry. It is stressed that this provision is allowed for only breast milk. A SFA must offer required minimum servings for iron-fortified infant formula and other components of the infant meal pattern.

2. Care and Handling of Breast Milk

a. The SFA must ensure that breast milk is stored and handled properly to prevent any contamination. All breast milk served to infants must be labeled with the infant's name and date provided. SFAs must ensure that each child is served only the breast milk supplied by its mother.

3. Reimbursement for Infant Meals

a. A SFA may claim reimbursement for meals that are served to infants younger than four months of age and that contain only breast milk and no other items for four to eight months when breast milk or breast milk and one other item is provided. This regulation applies only to meals for which milk is the only required item and for which breast milk is served. If iron-fortified infant formula is served and is provided by the parent or an agency other than the SFA, reimbursement may not be claimed.

b. Meals served to infants eight months of age or older that require breast milk and at least one additional item cannot be claimed for reimbursement unless the SFA provides at least one item. Also, if the parent supplies the formula, the meal cannot be claimed. A reimbursable breakfast or lunch has three components.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2148 (December 2001), amended LR 29:2028 (October 2003), LR 32:805 (May 2006).

§715. Parent and Student Involvement

A. The SFA shall promote activities to involve students and parents in the Child Nutrition Program(s). Such activities may include menu planning, enhancement of the eating environment, program promotion, and related student-community support activities. SFAs are encouraged to use the school food service program to teach students about good nutrition practices and to involve the school faculty and the general community in activities to enhance the program. (For additional guidance on parent and student involvement, contact the Division of Nutrition Assistance.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2148 (December 2001).

§717. Unit Price

A. All meals shall be priced as a unit. A la carte food service is not permitted. The prices of a reimbursable lunch or breakfast shall not be affected if a student declines any of the food items under the Offer versus Serve provision.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2148 (December 2001).

§719. Meal Times/Split Meals

A. Breakfast must be served at the beginning of a school day and should be served a minimum of three hours before lunch. Lunch shall be served at or about midday during a period designated by the school administrator. Lunch shall occur between 10 a.m. and 2 p.m. On school days with an early dismissal, there may not be adequate time for both breakfast and lunch service. The SFA may find it advisable to serve one meal and claim only lunch reimbursement for a brunch-style meal. The required lunch components and quantities must be offered between 10 a.m. and 2 p.m.

B. With written state approval, schools that serve lunch to children one to five years of age may divide the service of the specified quantities and food items into two distinct service periods.

C. The benefits derived from school meals depend to a large extent on the environment in which they are served. Schools are encouraged to provide adequate time for all students to consume their meals fully in an environment that is conducive to eating those meals. The SBESE recommends that all schools provide a minimum of 30 minutes per lunch period.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2148 (December 2001).

§721. Counter Service

A. Counter service for all ages with each student handling his or her own plate/tray is required. Menu items shall be served as the student passes down the serving line; plates/trays shall not be preplated. The only exceptions to this serving method are bag lunches, preplated box lunches, cold plates, etc. Variations from counter service and preplating may be allowed for preschool and disabled children. For disabled students, the meal must be served in a manner most suited to the needs of the student. All adults shall be served in front of the regular serving counter.

B. Appropriate flatware and tableware shall be provided at every meal. Spoons should be provided when soup, cold cereal, etc. are served; forks should be provided daily. Plates, trays, and/or food containers shall be used for lunch and breakfast. These meals are not snacks: they must not be served on napkins. Paper napkins and wrapped or dispensed straws shall be provided to all students and adults.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2149 (December 2001).

§723. Self Service

A. Self service with students serving themselves is permitted under the conditions listed below.

1. Sneeze guards must be used to protect food.
2. Sufficient long-handled utensils must be available for service.
3. Adequate monitoring must ensure that sanitary food handling practices are followed.
4. Adequate monitoring must ensure that a reimbursable meal is received.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2149 (December 2001).

§725. Plate/Tray Count

A. Daily plate/tray counts of breakfast and lunch are mandatory in all schools using a manual system for counting meals. Plate counts are optional for systems using a computerized point of service count.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2149 (December 2001).

§727. Meal Substitutions for Medical or Dietary Reasons

A. To qualify for reimbursement, schools must provide meals that contain all required food/menu items, as identified by the menu planning method selected by the SFA. School meals must also comply with the nutrition standards and the nutrient and calorie levels as specified by federal regulations. However, meal substitutions or modifications served to students with documented medical or special dietary needs are considered reimbursable and are allowed under the conditions summarized in this section.

B. Any changes to the regular school meal for medical or special dietary reasons must be appropriately documented. Changes to existing diet orders must also be documented. This documentation is required to justify that the modified meal is reimbursable and to ensure that any meal modifications meet nutrition standards that are medically appropriate for the specific child. When special meals or modifications are requested, a form that includes required information should be given to the parent or guardian so that the student's physician may correctly assess the condition and identify meal changes. (Refer to the sample in 1196 Supplement Guidance and Forms) Although the form itself is not required, either a physician's statement or a diet prescription that includes the same information is required and must be kept on file in the school.

C. The SFA may need a licensed or registered dietitian to provide information on foods to meet a specific diet order or to provide training to food service employees. Use of school food service funds for this purpose is allowed.

1. Students with Disabilities

a. Schools are required to make substitutions or changes in foods for the student that is unable to eat school meals because of his/her disability. The SFA shall provide these meals at no extra charge to the students whose disability restricts their diet. The students must provide medical certification that details the alternative diet and that certifies that these meals are needed because of the disability.

b. A child with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities. Major life activities are defined to include functions such as "caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working." Schools are required to make substitutions or modifications for those children with disabilities who are unable to consume the food/menu items specified by the menu planning method used by the SFA.

c. Food service personnel are not to make the determination of whether a child has a disability as defined above. Food service shall accept the certification of a physician that an individual student has a disability that restricts his/her diet.

d. On a case-by-case basis, a child with a disability that restricts his/her diet shall be provided substitutions or modifications in foods only when supported by a statement signed by a physician licensed by the state. The physician's medical statement of the child's disability must be based on the regulatory criteria for "children with disabilities" and must contain a finding that the disability restricts the diet. The supporting statement shall identify:

- i. the child's disability, as defined under 7 CFR 15b.3 of the USDA's nondiscrimination regulations, and an explanation of how the disability restricts the child's diet;
- ii. the major life activity affected by the disability;
- iii. the food or foods to be omitted from the child's diet; and
- iv. the food or choice of foods that must be substituted.

e. Generally, children with food allergies or intolerance do not have a disability as defined by federal regulations. However, it is possible that such food allergies or intolerance will limit a major life activity. When faced with a request for special meals for such children, the food service personnel must abide by the determination of the physician.

f. Food services shall be provided in the most integrated setting appropriate to the needs of children with disabilities. These students must be served in the same dining area as other students unless the Individualized Education Program (IEP) mandates a different location. In situations for which additional food outside the regular meal service is required, school food service is not responsible for this service unless the food service is required under the child's IEP. The school is responsible for any assistance the child needs during meal service. (For additional information, refer to USDA's "Accommodating Children with Special

Dietary Needs in the School Nutrition Programs," Guidance for School Food Service Staff, and the IEP Handbook for Students With Disabilities.

2. Students without Disabilities but with Special Dietary Needs

a. Schools may, at their discretion, make substitutions for individual children who do not have a disability as defined under 7 CFR 15b.3, but who are medically certified as having a special medical or dietary need. Such determinations must be supported by a diet prescription that specifies the need for substitution and that is signed by a recognized medical authority. The state agency currently accepts the following professionals as recognized medical authorities: physicians, physician assistants, nurse practitioners, and licensed or registered dietitians. A diet prescription submitted by a registered nurse is acceptable only when co-signed by a physician. The diet prescription must include the information provided below:

- i. an identification of the medical or other special dietary need that restricts the child's diet; and
- ii. the food or foods to be omitted from the child's diet and the food or choice of foods to be substituted.

b. Schools are not required to make substitutions for students whose conditions do not meet the definition of "children with disabilities." The special dietary needs of students that do not have a disability may frequently be managed within the regular meal service when a well-planned variety of nutritious foods is available and when Offer versus Serve is implemented.

c. For students who cannot consume fluid milk because of a medical or other special dietary need other than a disability, the SFA may choose to implement an acceptable milk substitute. The standards for the milk substitute include a nondairy beverage that is nutritionally equivalent to fluid milk, meeting all nutrition standards (established by the secretary) to levels found in cow's milk.

i. The substitutions may be made if the school/SFA notifies the state agency that the school is implementing this variation. A written statement requesting a substitute is required from a medical authority, or by a student's parent or legal guardian. Using this substitute variation, the school shall not be required to provide beverages other than beverages the school has identified as acceptable substitutes. Expenses incurred in providing these substitutions that are in excess of expenses covered by reimbursements under this Act shall be paid by the SFA.

d. If the authorized substitute foods are not normally kept in inventory or are not generally available in local markets, the parent or guardian should provide the substitute food item prescribed by the recognized medical authority.

3. Ethnic and Religious Variations

a. The Food and Nutrition Services of the USDA may approve variations in the food/menu items required for lunch and breakfast in any school where there is evidence that such variations are nutritionally sound and are necessary

to meet ethnic or religious needs. (Contact the state agency for additional information.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2149 (December 2001, amended LR 29:2028 (October 2003), LR 32:805 (May 2006).

§729. Nonstudent Meals

A. The purpose of the school lunch and breakfast programs is to provide nutritious and healthy meals to children. However, certain nonstudents are also allowed to eat. Neither federal reimbursement nor children's payments may be used to subsidize nonstudent meals.

1. School System Employees and Visitors

a. Adults working with the school program, school board employees, parents, and other guests of the school are eligible to purchase meals from the school food service department. All persons except school food service employees, roving or area managers assigned to multiple sites, and certain volunteer personnel shall pay for their meals.

b. Adults shall be served the same meals as students, in portions not to exceed that of senior high school students. All foods and beverages available to adults shall be a part of the regular meals served to the students. Adults may have coffee and tea at meal service at their own expense. Serving of meals to persons having no official relationship or connection with the school is not permissible.

2. School Food Service Employee and Volunteer Meals

a. Only school food service employees are eligible to receive one free breakfast and lunch daily. Volunteers and/or custodians who provide food service assistance may receive a free meal in return for their services. The following chart is a guide to follow when allowing volunteer meals.

Average Daily Participation	Recommended Number of Volunteer Meals
1-300	1
301-500	2
501 and above	3

3. Contract Meals

a. SFAs may contract meal service to nonschool programs such as Head Start, day care programs, and elderly feeding programs. There must be an annual contract between the two agencies stipulating the necessary terms. Contracts should protect both parties and be reviewed by an attorney. (Refer to sample in 1196 Supplement Guidance and Forms.) Copies of new and renewed contracts must be submitted to the state agency. Contracts will become part of the SFAs permanent agreement with the state agency. (Refer to §337.A.1.f, Costing of Contract Meals, for additional information.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2150 (December

2001), amended LR 29:2029 (October 2003), LR 32:805 (May 2006).

§731. Special Functions

A. Special functions, whether or not the proceeds accrue to school food service, shall not interfere with the preparation and service of school lunch, breakfast, and/or snacks. School food service funds may be used to pay expenses for school functions at which technical information relating to the CN Program is disseminated: for example, the SFA may provide informational materials and refreshments in conjunction with the school's annual open house that would include a cafeteria visit. A school food service employee must be present and information about the CN Program must be provided. A menu worksheet must be completed to document the foods used, the type of activity, the school food service employees present, the informational materials provided, the topics discussed, and the number of persons attending.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2150 (December 2001).

§733. Catering

A. Before beginning any catering program, it is essential to have the support of the local school board. It is the responsibility of the SFA to ensure that all costs of the event are recouped, as school food service funds cannot be used for nonstudent meals. At a minimum, these costs shall include food, labor (wages plus benefits), paper and nonfood supplies, transportation and utilities.

B. Separate records must be maintained for catered events for a minimum of three years. All accounting practices shall follow guidelines outlined in Bulletin 1929: Louisiana Accounting and Uniform Governmental Handbook.

C. Listed below are additional guidelines that must be followed:

1. Catered functions shall not interfere with the preparation and service of lunch, breakfast and/or snacks.

2. Charges for any product or service must be sufficient to recover all production costs plus a profit. The amount of the profit is at the discretion of the SFA.

3. All monies earned or received shall accrue to the school food service account.

4. The United States Department of Agriculture's donated foods (commodities) cannot be used for catered functions at which the primary recipients are not participating in the SBP, NSLP, or the CACFP.

5. Documentation of the type of event, date and time, foods and supplies used shall be maintained.

6. Documentation of the employees' time shall be maintained.

7. In order to maintain a tax-exempt status, SFAs may wish to limit catering services to schools, school-sponsored events, and nonprofit organizations. Catering events to the private sector may require the SFA to become a taxing entity

with requirements to charge and report sales tax. The local district office of the Louisiana Department of Revenue and Taxation, Sales Tax Division, must be contacted for more specific information.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2151 (December 2001).

§735. Second Servings

A. Participation and food production records must demonstrate that sufficient quantities of foods/menu items are planned and prepared to provide one reimbursable meal (lunch/breakfast) per student per day. Intentional over-preparation is not allowed. Second servings, when available and allowed by the SFA, may be offered at the close of the serving period to students who have consumed a complete meal. Leftovers that can be used in another meal should not be given as second servings.

B. Students who receive a complete meal in the form of second servings are required to pay the at cost price of the meal. A complete meal is defined as the number of meal components that constitutes a reimbursable meal. Second servings cannot be claimed for reimbursement.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2151 (December 2001), amended LR 29:2029 (October 2003).

§737. Extra Sales

A. Extra items may be sold only to those who have received a complete meal. The purchase of extras must occur at the time the meal is received unless the SFA has a procedure in place to determine that a student has received a complete meal. À-la-carte meal service is prohibited. Extra sale items must meet component requirements as defined by Enhanced Food-Based Menu regulations for the Child Nutrition Programs or must be an item offered on the menu that day. The only exceptions are that milkshakes, yogurt, frozen yogurt, ice cream, and ice milk (as defined by the Louisiana Sanitary Code) may be sold as extras. Full-strength juice, and milk, and bottled water (unflavored with no additives) may be sold at any time during the day to students and adults whether or not they have purchased a meal.

B. Schools must maintain proper accountability for extra sale items and must recover the full cost of producing the extra items plus a profit. At a minimum, these costs shall include food, labor (wages plus benefits), paper and nonfood supplies, transportation and utilities. (Refer to §337.A.1.i: Pricing for Extra Sales Items, for specific information concerning pricing procedures.) All monies earned or received must accrue to the school food service account.

C. Adults must be charged for all second servings. If extra sales are available at the school, each item would be sold to the adult at the appropriate price. If extra sales are not available, the adult must pay the at cost price of the meal regardless of the number of menu items served.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2151 (December 2001), amended LR 29:2029 (October 2003), LR 31:1973 (August 2005), LR 32:806 (May 2006).

§739. Extended School Sessions

A. Some school systems operate a lunch, breakfast and/or snack program during the summer months for students enrolled in an educational program. The total number of operating days for the school year, which includes both regular and extended school sessions, must be shown on the Schedule A. State approval of this document authorizes the receipt of federal reimbursement for the extended school sessions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2151 (December 2001).

§741. Competitive Foods

A. Act 331 of the 2005 regular Louisiana legislative session establishes healthy standards for foods and beverages sold on school grounds within the times of 30 minutes prior to the normal school day through 30 minutes after the end of the normal school day. When food and beverage items are sold through vending, concessions or other such sales on school grounds, outside the National School Lunch Program (NSLP) and School Breakfast Program (SBP), during the times mentioned, elementary and middle school children can be offered only those products that meet or exceed the content and nutritional standards established in Act 331. When food and beverages are offered to high school students on school grounds during the times mentioned, at least 50 percent of the items offered must meet the content and nutritional standards established in Act 331. Schools must use the approved list of snacks that meet the nutritional standards established in Act 331. The snack list has been approved by Pennington Biomedical Research Center. Pennington Biomedical Research Center may recommend additional nutritional restrictions for certain nutrients based on nutritional research. Fresh pastries as defined by Pennington Biomedical Research Center will not be allowed for sale, without exception, within the times of 30 minutes prior to the normal school day through 30 minutes after the end of the normal school day.

B. A high school shall mean any school whose grade structure falls within the 6 through 12 range and includes grades in the 10 to 12 range or any school that contains only grade 9 as defined in Act 331.

C. Beverages that may be sold at any time beginning 1/2 hour before the start of the school day and ending 1/2 hour after the end of the school day for elementary and secondary schools include the following:

1. 100 percent fruit juices or vegetable juice that do not contain added natural or artificial sweeteners (no more than 16 ounces);

2. unsweetened flavored drinking water or unflavored drinking water (any size);

3. low-fat milk, skim milk, flavored milk and non-dairy milk (any size).

D. Food items which may not be sold to elementary and secondary students at any time beginning 1/2 hour before the start of the school day and ending 1/2 hour after the end of the school day are listed below:

1. foods of minimal nutritional value as defined in Section 220.2 of Title 7 of the Code of Federal Regulations;

2. snacks or desserts that exceed 150 calories per serving, have more than 35 percent of their calories from fat, or have more than 30 grams of sugar per serving, except for unsweetened or uncoated seeds or nuts.

E. Elementary Schools

1. After the end of the last lunch period, the only items that may be sold include the following:

a. Snacks or desserts that have:

i. 150 calories or less per serving;

ii. 35 percent or less of their calories from fat; and

iii. 30 grams or less of sugar per serving, (except unsweetened or uncoated seeds or nuts).

2. Reimbursement for lunch, special milk, and/or breakfast may be withheld from schools if concessions, canteens, snack bars, or vending machines are operated on a profit basis outside of the nutritional standards as established by Act 331 before the end of the last lunch period. The official school schedule shall indicate the time for each lunch period and should allow sufficient time for each student to receive and consume a meal. Such services are operated for profit if the income is not deposited to the nonprofit school food service program account and expended only for Child Nutrition Program purposes.

F. Secondary Schools (High Schools)

1.a. Beginning the last 10 minutes of each lunch period, high schools may choose to offer food and beverages of their choosing to students, so long as at least 50 percent of such items are healthy snacks. Healthy snacks are defined as having the following:

i. 150 calories or less per serving;

ii. 35 percent or less of their calories from fat; and

iii. 30 grams or less of sugar per serving, (except unsweetened or uncoated seeds or nuts).

b. The approved list of snack items can be found on the Louisiana Department of Education (LDOE) website at <http://www.louisianaschools.net>. If an item is approved for inclusion on the list of allowable food items for sale on school grounds per Act 331 and SBESE Bulletin 1196, the list is only valid for the item as submitted with nutritional information to the Louisiana Department of Education. It is the responsibility of any school district/school, that chooses to sell such food/items, to ensure that products sold on school grounds meet the minimum standards required by Act 331 and SBESE Bulletin 1196.

2. Reimbursement for Child Nutrition Program meals may be withheld from schools if concessions, canteens, snack bars, vending machines or other food sales are operated on a profit basis before the last 10 minutes of each lunch period. The official school schedule shall indicate the time for each lunch period and should allow sufficient time for each student to receive and consume a meal. Such services are operated for profit if the income is not deposited to the nonprofit school food service program account, and expended only for the purpose of the Child Nutrition Program(s).

3. The SFA shall be required to reimburse the school food service account for any funds withheld for violation(s) of the Competitive Foods Policy. Under no circumstances can foods in competition be sold to children in food service areas during the lunch period(s).

4. School systems must establish local rules or regulations as are necessary to control the sale of foods in competition with meals served under the National School Lunch and Breakfast Programs. The state's competitive foods policy will be managed and monitored by both local and state personnel as follows.

a. Local school food service supervisors will provide principals and superintendents with information concerning the Competitive Foods Policy and regulations in regard to enforcement by the Louisiana DOE. The SFA will maintain documents that indicate each school's official schedule that includes designated times for lunch and concessions, if offered.

5. The SBESE recommends that all schools provide a minimum of 30 minutes per lunch period.

6. All complaints received by state DNA personnel regarding competitive foods violations, regardless of the source, will be forwarded to the local school food service supervisor for initial investigation.

7. Monitoring of competitive foods/concessions shall be conducted in the following manner.

a. Local school food service supervisors will have the responsibility to report to their superintendent/immediate supervisor and the principal in writing any competitive foods violations noted in the school. A written corrective action plan will be required from the principal to the superintendent with a copy to the school food service supervisor to ensure compliance.

b. The state or local SFA will make unannounced visits when notifications of violations are received. The school, organization, or individual(s) violating the competitive foods policy shall reimburse the school food service account for any funds withheld from the school food service program.

8. State DNA personnel will monitor competitive foods operations at local school systems on all state reviews or visits and shall have the responsibility and authority to assess fiscal sanctions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2151 (December 2001), amended LR 29:2029 (October 2003), LR 32:806 (May 2006).

§743. Takeout Meal Service

A. Takeout meal service may be offered when there is an established takeout meal service program. Accurate meal counts, nutrition requirements, and sanitation guidelines must be followed. Student meals may not be removed from the school premises with the exception of planned trips. Breakfasts, lunches and/or snacks purchased by school system employees must be consumed on school board property. Proper disposable flatware and containers must be provided. The removal of permanent service ware from the food service area shall not be allowed. (For additional information, refer to §2307.Food Taken From Schools, and §2125:Sanitation, General Rules.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2152 (December 2001).

§745. Handling of Food Waste

A. The Louisiana Sanitary Code prohibits the use of food garbage, either cooked or raw, as feed for swine. If a SFA or school allows any individual/agency to dispose of food waste, a statement that attests to its use must be on file at the school site(s). This statement must be signed by the individual/agency and must indicate that the food waste will not be fed to swine.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2152 (December 2001).

§747. Donations of Leftover Food/Food Recovery Activities

A. SFAs and school programs may receive inquiries from nonprofit agencies (and the general public) concerning the donation of extra foods prepared by the National School Lunch and Breakfast Programs. Schools may claim reimbursement for only one lunch and/or breakfast served per child per day, and schools are expected to plan and prepare sufficient amounts of food to achieve this goal. However, when the food actually prepared exceeds the amount needed for the reimbursable meal service, leftover foods may be donated to appropriate nonprofit institutions such as soup kitchens or homeless shelters, provided this practice is not prohibited by local laws or regulations and the following conditions are met:

1. participation and menu records demonstrate that overproduction is not intentional;
2. leftover foods cannot be used in the food service program and would otherwise be thrown away;
3. state and local health codes/standards are followed; and
4. on file is a written agreement between the SFA and the nonprofit organization which includes, at a minimum, the following provisions:

- a. terms of the agreement;
- b. duties of the school system;
- c. duties of the contractor;
- d. nondiscrimination statement;
- e. statement that the contractor is not an officer, employee, or agent of the school system;
- f. liability;
- g. hold harmless and indemnification clause; and
- h. certification of liability insurance.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2152 (December 2001), amended LR 29:2029 (October 2003).

§749. Use of the Facility

A. When the school food service department is used by the school or community groups for food service, one or more of the school food service employees shall be in charge to ensure control over school food service foods and to ensure proper use and care of equipment and facilities. If the dining facility is used for food preparation activities other than school food service, wages shall be paid by the organization in accordance with current wage and hour regulations. The school food service department may assess a charge for use of the facility.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2153 (December 2001).

§751. Removal/Transfer of Equipment, Food and Supplies

A. Only authorized personnel may transfer equipment, food and supplies between schools. No foods, including leftovers, shall be removed from the school food service department by any employee of the school system. Legal action could result. Local policies that outline disciplinary action for unauthorized removal of equipment, food or supplies must be in place. (Refer to §2307.Food Taken from Schools, and §323.I, Disposition of Equipment for more information.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2153 (December 2001), amended LR 29:2029 (October 2003).

§753. Foods/Beverages Allowed in Cafeteria During Meal Service

A. School Food Authorities are encouraged to develop a policy that prohibits adults and students from taking carbonated beverages into the cafeteria during meal service.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by Board of Elementary and Secondary Education, LR 27:2153 (December 2001).

§755. Appendices

- A. Required Nutrient Standards for Traditional Food-Based School Lunches and Breakfasts
- B. Required Nutrient Standards for Enhanced Food-Based School Lunches and Breakfasts
- C. Required Nutrient Standards for Nutrient Standard and Assisted Nutrient Standard Lunches and Breakfasts
- D. Optional Nutrient Standards for Nutrient Standard and Assisted Nutrient Menu Planning
- E. Sample Child Nutrition (CN) Label

- F. Guidance for Reviewing Product Formulation Statements
- G. Sample Certified Product Formulation Statement For Meat/Meat Alternate Products
- H. Traditional School Lunch Meal Pattern
- I. Traditional School Breakfast Meal Pattern
- J. Grains/Breads for Food Based Menu Planning Chart
- K. Enhanced Food-based Menu Plan for Lunch
- L. Enhanced Food-based Menu Plan for Breakfast
- M. Infant Breakfast and Lunch Meal Pattern

Appendix A. Required Nutrient Standards for Traditional Food-Based School Lunches and Breakfasts

Minimum Requirements For Nutrient Levels For School Lunches Traditional Food-Based Alternative (School Week Averages)				
Nutrients and Energy Allowances	Minimum Requirements			Optional
	Preschool	Grades K-3	GRADES 4-12	GRADES 7-12
Energy allowances (calories)	517	633	785	825
Total fat (as a percentage of actual total food energy)	¹	¹	¹	¹
Total saturated fat (as a percentage of actual total food energy)	²	²	²	²
Protein (g)	7	9	15	16
Calcium (mg)	267	267	370	400
Iron (mg)	3.3	3.3	4.2	4.5
Vitamin A (RE)	150	200	285	300
Vitamin C (mg)	14	15	17	18

¹ Not to exceed 30 percent over a school week
² less than 10 percent over a school week

Minimum Requirements For Nutrient Levels For School Breakfasts Traditional Food-Based Alternative (School Week Averages)		
Nutrient and Energy Allowances	Preschool	Grades K-12
Energy allowances (calories)	388	554
Total fat (as percentage of actual total food energy)	¹	¹
Total saturated fat (as a percentage of actual total food energy)	²	²
Protein (g)	5	10
Calcium (mg)	200	257
Iron (mg)	2.5	3.0
Vitamin A (RE)	113	197
Vitamin C (mg)	11	13

¹ Not To Exceed 30 Percent Over A School Week
² Less Than 10 Percent Over A School Week

Appendix B. Required Grade Nutrient Standards for Enhanced Food Based Menu Planning

Breakfast

Calories and Nutrient Levels for School Breakfast (School Week Averages)			
	Preschool	Grades K-12	Option Grades 7-12
Energy Allowances (calories)	388	554	618
Total fat (as a percentage of actual total food energy)	¹	¹	¹
Total saturated fat (as a percentage of actual total food energy)	²	²	²
Protein (g)	5	10	12
Calcium (mg)	200	257	300

Iron (mg)	2.5	3.0	3.4
Vitamin A (RE)	113	197	225
Vitamin C (mg)	11	13	14

¹ Total fat not to exceed 30 percent over a school week
² Saturated fat to be less than 10 percent over a school week

Lunch

Calories and Nutrient Levels for School Lunch (School Week Averages)				
	Preschool	Grades K-6	Grades 7-12	Grades K-3 Option
Energy Allowances (Calories)	517	664	825	633
Total Fat (as a percentage of actual total food energy)	¹	¹	¹	¹
Total Saturated Fat (as a percentage of actual total food energy)	²	²	²	²
Protein (g)	7	10	16	9
Calcium (mg)	267	286	400	267
Iron (mg)	3.3	3.5	4.5	3.3
Vitamin A (RE)	150	224	300	200
Vitamin C (mg)	14	15	18	15

¹ Total fat not to exceed 30 percent over a school week
² Saturated fat to be less than 10 percent over a school week

Appendix C. Required Grade Nutrient Standards for Nutrient Standard and Assisted Nutrient Standard Menu Planning

Breakfast

Calories and Nutrient Levels for School Breakfast (School Week Averages)			
	Preschool	Grades K-12	Option Grades 7-12
Energy Allowances (calories)	388	554	618
Total fat (as a percentage of actual total food energy)	¹	¹	¹
Total saturated fat (as a percentage of actual total food energy)	²	²	²
Protein (g)	5	10	12
Calcium (mg)	200	257	300
Iron (mg)	2.5	3.0	3.4
Vitamin A (RE)	113	197	225
Vitamin C (mg)	11	13	14

¹Total fat not to exceed 30 percent over a school week.

²Saturated fat to be less than 10 percent over a school week.

Lunch

Calories and Nutrient Levels for School Lunch (School Week Averages)				
	Preschool	Grades K-6	Grades 7-12	Grades K-3 Option
Energy Allowances (Calories)	517	664	825	633
Total Fat (as a percentage of actual food energy)	¹	¹	¹	¹
Total Saturated Fat (as a percentage of actual food energy)	²	²	²	²
Protein (g)	7	10	16	9
Calcium (mg)	267	286	400	267
Iron (mg)	3.3	3.5	4.5	3.3
Vitamin A (RE)	150	224	300	200
Vitamin C (mg)	14	15	18	15

¹Total fat not to exceed 30 percent over a school week.

²Saturated fat to be less than 10 percent over a school week.

Appendix D. Optional Age Nutrient Standards for Nutrient Standard and Assisted Nutrient Standard Menu Planning

Breakfast

Minimum Calorie and Nutrient Levels for School Breakfast (School Week Averages for Age Groups)				
Nutrients and Energy Allowances	Ages 3-6	Ages 7-10	Ages 11-13	Ages 14 and older
Energy Allowances (calories)	419	500	588	625
Total Fat (as a percentage of actual total food energy)	¹	¹	¹	¹
Saturated Fat (as a percentage of actual total food energy)	²	²	²	²
RDA for Protein (g)	5.50	7.00	11.25	12.50
RDA for Calcium (mg)	200	200	300	300
RDA for Iron (mg)	2.5	2.5	3.4	3.4
RDA for Vitamin A (RE)	119	175	225	225
RDA for Vitamin C (mg)	11.00	11.25	12.50	14.40

¹Total fat not to exceed 30 percent over a school week

²Saturated fat to be less than 10 percent over a school week

Lunch

Minimum Calorie and Nutrient Levels for School Lunch (School Week Averages for Age Groups)				
Nutrients and Energy Allowances	Ages 3-6	Ages 7-10	Ages 11-13	Ages 14 and older
Energy Allowances (calories)	558	667	783	846
Total Fat (as a percentage of total food energy)	¹	¹	¹	¹
Saturated Fat (as a percentage of total food energy)	²	²	²	²
RDA for Protein (g)	7.3	9.3	15.0	16.7
RDA for Calcium (mg)	267	267	400	400
RDA for Iron (mg)	3.3	3.3	4.5	4.5
RDA for Vitamin A (RE)	158	233	300	300
RDA for Vitamin C (mg)	14.6	15.0	16.7	19.2

¹Total fat not to exceed 30 percent over a school week

²Saturated fat to be less than 10 percent over a school week

Appendix E. Sample Child Nutrition (CN) Label

CN	
CN	<p>This 3.92 oz. fully cooked breaded turkey patty provides 2 oz. equivalent meat/meat alternate and 1-1/4 servings of bread alternate for child nutrition meal pattern requirements. (Use of this Logo and statement has been authorized by the Food and Nutrition Service, USDA 05-96.)</p>
	CN
CN	

Appendix F. Guidance for Reviewing Product Formulation Statement

A. Reviewing product formulation statement for prepared products containing only meat:

Raw meat per serving x FBG yield info = ounces equivalent meat per serving.

Example:

A beef burrito that contains 2.88 ounces raw ground beef (no more than 30% fat):

$2.88 \times .70$ (FBG yield) = 2.016 ounces equivalent meat per serving.

B. For product formulation statement for prepared products containing Alternate Protein Products (formally Vegetable Protein Products) in addition to meat:

1. The contribution alternate protein products (APP) make toward the meat/meat alternate requirement specified in Parts 210, 225, or 226 shall be determined on the basis of the preparation yield of the meat, poultry or seafood with which it is combined. When computing the preparation yield of a product containing meat, poultry or seafood APP, the SFA shall evaluate the APP as having the same yield ounce for ounce with the understanding that the APP must contain at least 18 percent protein by weight when fully hydrated or formulated. ("When hydrated or formulated" refers to a dry alternate protein product and the amount of water, fat, oil, colors, flavors or any other substances which have been added.) The weight of the APP plus the yield of the meat,

poultry, or seafood based on the Food Buying Guide equals the credit of the product towards meeting the meat/meat alternate. The crediting of the combination of the APP and the yield of the meat, poultry, or seafood cannot exceed the weight of the product. [7 CFR Part 210, Appendix A, APP(1)(e)]

C. Steps in reviewing product formulation statement for prepared products containing APP:

1. Determine whether an appropriate amount of liquid is specified for full hydration:

a. Percent protein in APP as purchased = total parts hydrated product.

18% protein
 Example: $.50 \text{ (flour used)} = 2.7$
 $.18$

*Note: Use the information supplied by the company on the percent protein in the APP as purchased.

b. Total parts hydrated product minus 1 (one) part APP will equal parts liquid allowed for full hydration.

Example: 2.7
 $-1.0 \text{ (for amount of APP)}$
 $1.7 \text{ parts liquid for full hydration}$

2. Find the total weight of liquid for full hydration:

a. Multiply the total weight of dry APP in the product times the parts of liquid allowed for full hydration.

Example: $.0816 \text{ ounces} \times 1.7 = .1387 \text{ ounces of liquid allowed for full hydration}$

Appendix G. Certified Product Formulation Statement For Meat/Meat Alternate (M/Ma) Products

(Place information on company letterhead with signature of a legally authorized representative of the company.)

Product Name: _____ Code No.: _____
 Manufacturer: _____
 Case/Pack/Count/Portion Size: _____
 List Variety(ies) and Cuts of Meat Used in Product: _____
 Total Weight (per portion) of Uncooked Product: _____
 Weight of Raw Meat per portion (List each variety separately.): _____
 Percent of Fat in Raw Meat (List fat in each variety separately.): _____
 Weight/measure (as approximate) of Meat Alternate(s) (Specify MA used): _____

Source (e.g., soy, peanut), Type (e.g., isolate, concentrate), and percent of protein in APP as purchased: _____

If MA is an APP, specify the source (e.g., soy, whey), type (e.g., flour, isolate, concentrate), and percent in APP as purchased: _____

Weight of Dry APP in One Portion of Product: _____

Weight of Water (Liquid) to Fully Hydrate Dry APP in One Portion of Product: _____

Percent protein contained in the fully hydrated or formulated APP: _____

Total Weight Per Portion of Product As Purchased: _____

I certify that the above information is true and correct and that a _____ ounce serving of the above product (ready for serving) contains _____ ounces of cooked lean meat/meat alternate when prepared according to directions.

I further certify that any APP used in this product conforms to Food and Nutrition Service regulations (7CFR Parts 210, 220, 225 or 226, Appendix A).

_____ SIGNATURE	_____ TITLE
_____ PRINTED NAME	_____ DATE

This information is needed if a creditable Alternate Protein Product (APP) is used in the product and counted toward meeting the meat/meat alternate requirement.

Appendix H. Traditional School Lunch Meal Patterns

Traditional Food-Based Menu Planning Approach-Meal Pattern For Lunches					
Minimum Quantities					Recommended Quantities
Food Components and Food Items	Group I Ages 1-2 Preschool	Group II Ages 3-4 Preschool	Group III Ages 5-8 Grades K-3	Group IV Ages 9 and Older Grades 4-12	Group V Ages 12 and Older Grades 7-12
Milk (as a beverage)	6 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces
Meat or Meat Alternate (quantity of the edible portion as served): Lean meat, poultry, or fish Alternate Protein Products 1 Cheese Large egg Cooked dry beans or peas Peanut butter or other nut or seed butters Yogurt, plain or flavored, unsweetened or sweetened The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above: Peanuts, soynuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	1 ounce 1 ounce 1 ounce 1/2 1/4 cup 2 tablespoons 4 ounces or 1/2 cup 1/2 ounce = 50%	1 1/2 ounces 1 1/2 ounces 1 1/2 ounces 3/4 3/8 cup 3 tablespoons 6 ounces or 3/4 cup 3/4 ounce = 50%	1 1/2 ounces 1 1/2 ounces 1 1/2 ounces 3/4 3/8 cup 3 tablespoons 6 ounces or 3/4 cup 3/4 ounce = 50%	2 ounces 2 ounces 2 ounces 1 1/2 cup 4 tablespoons 8 ounces or 1 cup 1 ounce = 50%	3 ounces 3 ounces 3 ounces 1 1/2 3/4 cup 6 tablespoons 12 ounces or 1 1/2 cups 1 1/2 ounce = 50%
Vegetable or Fruit: 2 or more servings of vegetables, fruits or both	1/2 cup	1/2 cup	1/2 cup	3/4 cup	3/4 cup
Grains/Breads: (servings per week): Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products or cereal grains	5 servings per week 2 —minimum of 1/2 serving per day	8 servings per week 2 —minimum of 1 serving per day	8 servings per week 2 —minimum of 1 serving per day	8 servings per week 2 —minimum of 1 serving per day	10 servings per week 2 —minimum of 1 serving per day

¹ Must meet the requirements in appendix A of CFR 210.

² For the purposes of this table, a week equals five days.

Appendix I. Traditional School Breakfast Meal Pattern

Traditional Food-Based Menu Planning Approach-Meal Pattern For Breakfasts			
Food Components and Food Items	Ages 1-2	Ages 3, 4, and 5	Grades K-12
Milk (fluid) (as a beverage, on cereal or both)	4 fluid ounces	6 fluid ounces	8 fluid ounces
JUICE/FRUIT/VEGETABLE: Fruit and/or vegetable; or full-strength fruit juice or vegetable juice	1/4cup	1/2 cup	1/2 cup
Select One Serving from Each of the Following Components, Two from One Component, or an Equivalent Combination: GRAINS/BREADS: Whole-grain or enriched bread Whole-grain or enriched biscuit, roll, muffin, etc. Whole-grain, enriched or fortified cereal MEAT OR MEAT ALTERNATES: Meat/poultry or fish Alternate protein products 1 Cheese Large egg Cooked dry beans or peas Peanut butter or other nut or seed butters Nuts and/or seeds (as listed in program guidance) 2 Yogurt, plain or flavored, unsweetened or sweetened	1/2 slice 1/2 serving 1/4 cup or 1/3 ounce 1/2 ounce 1/2 ounce 1/2 ounce 1/2 2 tablespoons 1 tablespoon 1/2 ounce 2 ounces or 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 ounce 1/2 ounce 1/2 ounce 1/2 ounce 1/2 2 tablespoons 1 tablespoon 1/2 ounce 2 ounces or 1/4 cup	1 slice 1 serving 3/4 cup or 1 ounce 1 ounce 1 ounce 1 ounce 1/2 4 tablespoons 2 tablespoons 1 ounce 4 ounces or 1/2 cup

¹ Must meet the requirements in appendix A of CFR 220.

² No more than 1 ounce of nuts and/or seeds may be served in any one breakfast.

Appendix J. Grains/Breads for Food Based Menu Planning in the Child Nutrition Programs¹

Grains/Breads¹	Wt./1 Serving	Wt./ 3/4 Serving	Wt./ 1/2 Serving	Wt./ 1/4 Serving
Group A	20 Gm Or 0.7 Oz	15 Gm Or 0.5 Oz	10 Gm Or 0.4 Oz	5 Gm Or 0.2 Oz
Bread type coating Bread sticks (hard) Chow mein noodles Crackers (saltines and snack) Croutons Pretzels (hard) Stuffing (dry)[Note: Weights apply to breads in stuffing.]				
GROUP B	25 gm or 0.9 oz	19 gm or 0.7 oz	13 gm or 0.5 oz	6 gm or 0.2 oz
Batter type coating Bagels Biscuits Breads (white, wheat, whole wheat, French, Italian) Buns (hamburger, hotdog) Crackers (graham—all shapes, animal) Egg roll skins English muffins Pita bread (white, wheat, whole wheat) Pizza crust Pretzels (soft) Rolls (white, wheat, whole wheat, potato) Taco shells Tortillas (wheat, corn) Tortilla chips (wheat, corn)				
GROUP C	31 gm or 1.1 oz	23 gm or 0.8 oz	16 gm or 0.6 oz	8 gm or 0.3 oz
Cookies ² (plain) Corn muffins Cornbread Croissants Pancakes Pie crust (dessert pies ² , fruit turnovers ³ , and meat/meat alternate pies) Waffles				
GROUP D	50 gm or 1.8 oz	38 gm or 1.3 oz	25 gm or 0.9 oz	13 gm or 0.5 oz
Doughnuts ³ (cake and yeast raised, unfrosted) Granola bars ³ (plain) Muffins (all, except corn) Sweet rolls ³ (unfrosted) Toaster pastry ³ (unfrosted)				

Grains/Breads	Wt./ 1 Serving	Wt./ 3/4 Serving	Wt./ 1/2 Serving	Wt./ 1/4 Serving
Group E	63 Gm Or 2.2 Oz	47 Gm Or 1.7 Oz	31 Gm Or 1.1 Oz	16 Gm Or 0.6 Oz
Cookies ² (with nuts, raisins, chocolate pieces, and/or fruit purees) Doughnuts ³ (cake and yeast raised, frosted or glazed) French toast Grain fruit bars ³ Granola bars ³ (with nuts, raisins, chocolate pieces, and/or fruit) Sweet rolls ³ (frosted) Toaster pastry ³ (frosted)				
GROUP F	75 gm or 2.7 oz	56 gm or 2.0 oz	38 gm or 1.3 oz	19 gm or 0.7 oz
Cake ² (plain, unfrosted) Coffee cake ³				
GROUP G	115 gm or 4 oz	86 gm or 3 oz	58 gm or 2 oz	29 gm or 1 oz
Brownies ² (plain) Cake ² (all varieties, frosted)				
GROUP H	1/2 cup cooked or 25 gm (0.9 oz) dry			
Barley Bulgur or cracked wheat Breakfast cereals * ⁴ (cooked) Macaroni (all shapes) Noodles, (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice (enriched white or brown)				
GROUP I	3/4 cup or 1 oz, whichever is less			
Cereal (cold, dry) ⁴				
* Serving size for lunch only.				

¹ Some of the following foods or their accompaniments may contain more sugar, salt, and/or fat than others. The extent of each should be a consideration when deciding how often to serve them.

² These items are allowed only for desserts under the enhanced food-based menu planning alternative specified in §210.10 and supplements (snacks) served under the NSLP, SFSP, and CACFP.

³ These items are allowed for desserts under the enhanced food-based menu planning alternative specified in §210.10 and supplements (snacks) served under the NSLP, SFSP, and for breakfasts served under the SBP, SFSP and CACFP.

⁴ Refer to program regulations for the appropriate serving size for supplements served to children ages 1 through 5 in the NSLP, for breakfasts served under the SBP, and for meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

Appendix K. Enhanced Food-based Menu Plan for Lunch

Enhanced Food-Based Menu Planning Approach-Meal Pattern For Lunches					
Food Components and Food Items	Minimum Requirements				Option For
	Ages 1-2	Preschool	Grades K-6	Grades 7-12	Grades K-3
Milk (as a beverage)	6 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces	8 fluid ounces
Meat or Meat Alternate (quantity of the edible portion as served): Lean meat, poultry, or fish Alternate Protein Products ¹ Cheese Large egg Cooked dry beans or peas Peanut butter or other nut or seed butters Yogurt, plain or flavored, unsweetened or sweetened The following may be used to meet no more than 50 % of the requirement and must be used in combination with any of the above: Peanuts, soynuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate (1 ounce of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	1 ounce 1 ounce 1 ounce 1/2 1/4 cup 2 tablespoons 4 ounces or 1/2 cup 1/2 ounce = 50%	1 1/2 ounces 1 1/2 ounces 1 1/2 ounces 3/4 3/8 cup 3 tablespoons 6 ounces or 3/4 cup 3/4 ounce = 50%	2 ounces 2 ounces 2 ounces 1 1/2 cup 4 tablespoons 8 ounces or 1 cup 1 ounce = 50%	2 ounces 2 ounces 2 ounces 1 1/2 cup 4 tablespoons 8 ounces or 1 cup 1 ounce = 50%	1 1/2 ounces 1 1/2 ounces 1 1/2 ounces 3/4 3/8 cup 3 tablespoons 6 ounces or 3/4 cup 3/4 ounce = 50%
Vegetable or Fruit: 2 or more servings of vegetables, fruits or both	1/2 cup	1/2 cup	3/4 cup plus an extra 1/2 cup over a week ²	1 cup	3/4 cup
Grains/Breads: (servings per week): Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products or cereal grains	5 servings per week ² – minimum of 1/2 serving per day	8 servings per week ² – minimum of 1 serving per day	12 servings per week ² – minimum of 1 serving per day ³	15 servings per week ² – minimum of 1 serving per day ³	10 servings per week ² – minimum of 1 serving per day ³

¹ Must meet the requirements in appendix A of CFR 210.

² For the purposes of this table, a week equals five days.

³ Up to one grains/breads serving per day may be a dessert.

Appendix L. Enhanced Food-based Menu Plan for Breakfast

Appendix L. Enhanced Food-Based Menu Plan for Breakfast				
Enhanced Food-Based Menu Planning Approach-Meal Pattern For Breakfasts				
Food Components and Food Items	Required For			Option For
	Ages 1-2	Preschool	Grades K-12	Grades 7-12
Milk (fluid) (as a beverage, on cereal or both)	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Juice/Fruit/Vegetable: Fruit and/or vegetable; or full-strength fruit juice or vegetable juice	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Select one serving from each of the following components, two from one component or an equivalent combination: GRAINS/BREADS: Whole-grain or enriched bread Whole-grain or enriched biscuit, roll, muffin, etc. Whole-grain, enriched or fortified cereal MEAT OR MEAT ALTERNATES: Meat/poultry or fish Alternate protein products 1 Cheese Large egg Cooked dry beans or peas Peanut butter or other nut or seed butters Nuts and/or seeds (as listed in program guidance) 2 Yogurt, plain or flavored, unsweetened or sweetened	1/2 slice 1/2 serving 1/4 cup or 1/3 ounce 1/2 ounce 1/2 ounce 1/2 ounce 1/2 2 tablespoons 1 tablespoon 1/2 ounce 2 ounces or 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 ounce 1/2 ounce 1/2 ounce 1/2 ounce 1/2 2 tablespoons 1 tablespoon 1/2 ounce 2 ounces or 1/4 cup	1 slice 1 serving 3/4 cup or 1 ounce 1 ounce 1 ounce 1 ounce 1/2 4 tablespoons 2 tablespoons 1 ounce 4 ounces or 1/2 cup	1 slice 1 serving 3/4 cup or 1 ounce 1 ounce 1 ounce 1 ounce 1/2 4 tablespoons 2 tablespoons 1 ounce 4 ounces or 1/2 cup

¹ Must meet the requirements in appendix A of CFR 220.

² No more than 1 ounce of nuts and/or seeds may be served in any one breakfast

Appendix M. Infant Breakfast and Lunch Meal Pattern

Infant Breakfast Pattern			
	0-3 Months	4-7 Months	8-11 Months
Iron Fortified Formula ¹ or Breast Milk ^{2,3}	4-6 Fluid Ounces	4-8 Fluid Ounces	6-8 Fluid Ounces and
Iron Fortified Dry Infant Cereal ^{1,4}		0-3 Tablespoons (Optional)	2-4 Tablespoons and
Fruit and/or Vegetable ⁴			1-4 Tablespoons

Infant Lunch Pattern			
	0-3 Months	4-7 Months	8-11 Months
Iron Fortified Formula ¹ or Breast Milk ^{2,3}	4-6 Fluid Ounces	4-8 Fluid Ounces	6-8 Fluid Ounces and
Iron Fortified Dry Infant Cereal ^{1,4}		0-3 Tablespoons (Optional)	2-4 Tablespoons and/or 1-4 Tablespoons Meat/Alternate* and
Fruit and/or Vegetable ⁴		0-3 Tablespoons (Optional)	1-4 Tablespoons

¹ Infant formula and dry infant cereal shall be iron-fortified.

² It is recommended that breast milk be served in place of formula for infants from birth through 11 months.

³ For some breastfed infants who regularly consume less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk per feeding, a serving of less than the minimum amount of breast milk may be offered, with additional breast milk offered if the infant is still hungry.

⁴ A serving of this component is required only when the infant is developmentally ready to accept it.

*One to four tablespoons meat, fish, poultry, egg yolk, cooked dry beans, or peas or 1/2-2 ounces cheese or 1-4 tablespoons cottage cheese, cheese food, or cheese spread.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2153 (December 2001), amended LR 29:2029 (October 2003), LR 32:807 (May 2006).

Chapter 9. Afterschool Care Program

§901. General

A. Sections 107 and 108 of Public Law 105-336, the Child Reauthorization Act of 1998, enhance nutrition benefits for all children, with a special emphasis on older children, by authorizing reimbursement for snacks served to children through age 18, (and to individuals, regardless of age, who are determined by the state agency to be mentally or physically disabled), who participate in programs organized to provide afterschool care. The intent of these provisions is to assist schools and public and private nonprofit organizations to operate organized programs of care, which include educational or enrichment activities known to help reduce or prevent children's involvement in juvenile crime or other high-risk behavior.

B. The Afterschool Care Program must be administered by a school food authority (SFA) participating in the National School Lunch Program (NSLP) or by a public or private nonprofit organization participating through the Child and Adult Care Food Program (CACFP). Eligible organizations must enter into an agreement with the state agency, thereby, assuming full responsibility for meeting all program requirements mandated by federal and state laws.

C. The SFA may make arrangements with another organization to perform the day-to-day operations of the program, but administrative and financial management shall be the sole responsibility of the SFA: for example, the PTA could operate the program under an arrangement with the

SFA, but administrative and fiscal responsibilities rest with the SFA.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2160 (December 2001), amended LR 29:2031 (October 2003).

§903. Eligible Programs

A. Afterschool Care Programs must meet the following criteria.

1. The program must be administered by a SFA participating in the NSLP. If the school is not part of an SFA participating in the NSLP, the school may be eligible to participate through the CACFP.

2. The program must provide care in afterschool settings.

3. The program must include education or enrichment activities in organized, structured and supervised environments.

4. The program must be open to all and not limit membership for reasons other than space or security consideration, or, where applicable, licensing requirements. Extracurricular activities, such as the school choir, debate team, drama society, etc., can qualify to participate under this provision only if their basic purpose is to provide afterschool care as defined above. No organized athletic programs engaged in interscholastic sports can be approved as afterschool care programs under this provision.

B. An exception to the "open to all" criterion may apply to afterschool care programs that are designed to accommodate special needs or that have other limiting factors. They may include, but are not limited to, programs targeted to children who have learning disabilities or programs for children who are academically gifted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2160 (December 2001).

§905. Eligible Sites

A. Traditional school settings and nontraditional school settings, such as a church or community center, may be used for the Afterschool Care Program, provided the program is operated by an SFA which is participating in the NSLP. If the school is not part of an SFA participating in the NSLP, the school may be eligible to participate through CACFP.

B. Federal law does not require eligible afterschool programs to be licensed in order to participate in the Afterschool Care Program unless there is a state or local requirement for licensing. If there is no local or state requirement for licensing, then the site must meet state or local health and safety standards.

C. Residential child care institutions (RCCIs) that participate in the NSLP may be eligible to participate, provided the RCCI operates an afterschool care program with enrichment or educational activities as described in Eligible Programs.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2160 (December 2001).

§907. Reimbursement

A. Schools may claim reimbursement for one snack, per child, per day. Children are eligible to participate through age 18. In cases in which a student's nineteenth birthday occurs during the school year, reimbursement may be claimed for snacks served to that student through the remainder of the school year. Reimbursement may also be claimed for individuals, regardless of age, who are determined by the state agency to be mentally or physically disabled.

B. Schools are not eligible to receive reimbursement under this provision for snacks served on weekends or holidays, including vacation periods. RCCIs may claim snacks served on weekends and holidays only if conducted after an educational activity which is an integral part of the curriculum or an actual extension of the local education system.

1. Area Eligible Sites

a. Sites located in areas served by a school in which at least 50 percent of the enrolled children are certified eligible for free or reduced price meals are eligible to receive snack reimbursement at the free rate for all children eligible for snacks, regardless of each individual child's eligibility status for free or reduced price lunches and breakfasts. Area eligibility for the site will follow the Summer Food Service Program's (SFSP) policies for area eligibility using school data. Schools determined to be area eligible for the SFSP would also be area eligible as afterschool care facilities.

b. School sites where at least 50 percent of the students enrolled are certified eligible for free or reduced price meals are considered area eligible.

2. Non-Area Eligible

a. Sites not in areas served by a school in which at least 50 percent of the enrolled children are certified eligible for free or reduced price meals must claim reimbursement by category (free, reduced price and paid). Eligibility for snacks served free or at a reduced price must be documented.

b. School sites where fewer than 50 percent of the students enrolled are certified eligible for free or reduced price meals are considered non-area eligible.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2161 (December 2001).

§909. Times of Operation

A. The Afterschool Care Program may operate on only those days when school is in session. This schedule may include snacks served in afterschool care programs operated for children attending summer school; but does not include weekends, holidays, or school vacations. Under no circumstances may snacks be reimbursed in programs

operated before or during the child's school day. A child's eligibility is based on when his/her individual scheduled school day ends, not on whether the school continues in session for other children.

B. RCCIs may claim weekend and holidays only if conducted after an education activity that is determined to be an integral part of the curriculum or an actual extension of the local education system.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2161 (December 2001).

§911. Content of Meals

A. Snacks served must meet the meal pattern requirements set forth in 7 CFR Sections 210.10(h) and (j). Portions for children ages 13 through 18 shall be no less than the portions stipulated for children ages 6 through 12. It is recommended that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements. (See Appendix A entitled "Meal Pattern Requirements for Afterschool Care Programs.")

B. Participants must be given two different components of the four components specified in the snack meal pattern in order to claim a meal for reimbursement. Unlike NSLP and SBP, there is no offer versus serve option in the Afterschool Care Program.

C. The state requires that at least a five-day menu cycle for snacks be developed to meet the snack pattern requirements. USDA recommends that cookies, granola bars, and similar foods be served in a snack no more than twice a week. Juice may not be served as a component when milk is the only other component being offered. All grains/bread products must be made of whole grain or enriched flour or meal and must meet the weight requirements specified in Chapter 7: Meal Planning and Service.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2161 (December 2001), amended LR 29:2031 (October 2003).

§913. Snack Pricing Procedures

A. The state agency highly recommends that the SFA establish and implement a payment policy for the snack program. Undercollections for the sale of snacks will necessitate an audit exception; undercollections must be recovered from other sources and deposited in the school food service account.

1. Students

a. A student not qualifying for the free rate shall pay the snack price established by the SFA. The price charged for a reduced price snack shall be less than the price charged to full price students and shall be 15 cents or lower.

b. Different snack charges may be established for elementary and secondary grade levels; however, the charges for reduced priced snacks may not exceed 15 cents.

2. SFA Employees

a. The minimum charge shall be the federal free snack reimbursement rate.

3. Adults/Visitors

a. The minimum charge shall be the federal free snack reimbursement rate.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2161 (December 2001).

§915. Record Keeping

A. At a minimum, SFAs participating under this provision must maintain the following records for the time periods required in 7 CFR section 210.23(c).

1. an approved collection procedure;
2. a roster or sign-in sheet showing daily attendance;
3. accurate daily counts by category of snacks served;
4. if all snacks are claimed free, documentation that at least 50 percent of the students enrolled at the school site are certified eligible for free or reduced price or documentation that the site is located in an area served by a school in which 50 percent of the enrolled students are certified eligible for free or reduced price meals;
5. for all other eligible sites, documentation of free and reduced price eligibility for all children for whom free and reduced priced snacks are claimed;
6. documentation of compliance with snack pattern requirements recorded on the Food Production Record;
7. documentation of the educational or enrichment activity maintained on file in the SFS central office;
8. if qualifying for the program through attendance areas, attendance areas maintained on file in the SFS central office;

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2162 (December 2001).

§917. Required Monitoring by the School Food Authority

A. The SFA must monitor the snack program at least twice during the school year with the first review occurring within the first four weeks of its operation. A sample monitoring form is provided in Appendix B.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2162 (December 2001).

§919. Appendix

A. Meal Pattern Requirements for Afterschool Care Programs

Appendix A. Meal Pattern Requirements for Afterschool Care Programs

Components (Serve Two Food Items Selected From Any Two of These Four Components.)	Ages 1 and 2	Ages 3- 5	Ages 6 - 12
Milk Milk, fluid	1/2 cup	1/2 cup	1 cup
Vegetables and Fruits Vegetable(s) and/or fruit(s) or Full-strength fruit or vegetable juice or An equivalent quantity of any combination of the above (Juice may not be served when milk is the only other component.)	1/2 cup	1/2 cup	3/4 cup
Bread and Bread Alternates Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal or Cooked cereal or Cooked pasta or noodle products or Cooked cereal grains or An equivalent quantity of any combination of the above bread and bread alternates	1/2 slice 1/2 serving 1/4 cup or 1/3 oz 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 oz 1/4 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup or 1 oz. 1/2 cup 1/2 cup 1/2 cup
Meat and Meat Alternates Lean meat or poultry or fish or Alternate protein products or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soynut butter or other nut or seed butters or Peanuts or soynuts or tree nuts or seeds or Yogurt, plain or sweetened and flavored or An equivalent quantity of any combination of the above meat and meat alternates	1/2 oz. 1/2 oz. 1/2 oz. 1/2 egg 1/8 cup 1 tbsp. 1/2 oz. 2 oz. or 1/4 cup	1/2 oz. 1/2 oz. 1/2 oz. 1/2 egg 1/8 cup 1 tbsp. 1/2 oz. 2 oz. or 1/4 cup	1 oz. 1 oz. 1 oz. 1/2 egg 1/4 cup 2 tbsp. 1 oz. 4 oz. or 1/2 cup

* Bread and bread alternates must be whole grain or enriched except cereal, which must be whole grain, enriched or fortified.

**Cold dry cereal is measured either by volume (cup) or weight (ounces), whichever is less.

CAUTION: Children under five years of age are at the highest risk of choking. USDA recommends that any nuts and/or seeds be served to them in a prepared food and be ground or finely chopped.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2162 (December 2001).

Chapter 11. Personnel

§1101. Child Nutrition Program Director/Supervisor

A. A Child Nutrition Program (CNP) Director or Supervisor is that member of the administrative staff of the school system who, under the general direction of the superintendent of schools or school business administrator, works with others in the developing, administering, and supervising of the school food service programs within the school system. The significance of good nutritional habits and food in relation to health and total educational performance makes it imperative that CNPs are based upon professional concepts. Therefore, the full-time services of a full-time certified director or supervisor are required for all school systems. Single private schools/charter schools and residential child care institutions are exempt from this requirement.

B. It is recommended that systems with more than 15 school programs employ an assistant director and/or

additional supervisors to ensure the efficiency and effectiveness of CNP programs.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2163 (December 2001).

§1103. Certification Requirements for Child Nutrition Program Directors/Supervisors

A. Requirements for certification for CNP Director and Supervisor are set forth in Bulletin 746: Louisiana Standards for State Certification of School Personnel.

B. The applicant must have a master's degree in Home Economics (Family and Consumer Science), Institutional Management, Nutrition, Dietetics, Business Administration, Food Technology, or Public Health Nutrition from a regionally accredited institution of higher education.

C. There are two areas of specialty for certification as a CNP director/supervisor:

1. Food Service

a. A minimum of three years of successful experience in Home Economics (Family and Consumer Science), or quantity food service management.

b. A minimum of 21 semester hours, of which six semester hours must be in human nutrition and three semester hours in quantity food preparation. The remaining 12 semester hours must be presented in course credit in at least four of the following subject matter areas: Quantity Food Purchasing, Organization and Management, Quantity Food Service Equipment and Layout, Accounting, Statistics, Microbiology, Food Science or Technology.

2. Nutrition

a. A minimum of three years of successful experience in teaching, nutrition education, public health nutrition, clinical or administrative dietetics, cooperative extension, or food service management

b. Graduate and undergraduate semester hours, in the following courses:

i. Nutrition: 18 semester hours (at least six hours in human nutrition). The remaining 12 semester hours may include nutrition, physiology, biochemistry, microbiology or bacteriology

ii. Foods: nine semester hours

iii. Statistics, Research Methodology or Evaluative Techniques: Three semester hours

iv. Other: 12 semester hours (minimum) in course credit in at least two of the following subject matter areas: Quantity Food Preparation or Quantity Cookery, Child or Adolescent Psychology Communication and Speech, Educational Materials and/or Methods, Personnel or Institutional Management

D. Newly employed CNP directors and supervisors are required to audit Phase III of the prescribed training course for School Food Service Manager Certification during the first year of employment. (Refer to "Description of LA School Food Service Training Program" in this Chapter.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2163 (December 2001).

§1105. Provisional Child Nutrition Program Director/Supervisor

A. A special provisional certificate, which went into effect January 1, 1977, may be issued to an individual employed as acting CNP director or supervisor. This certificate will be valid for one year and renewable each year thereafter upon presentation of six semester hours of applicable credit toward completion of all requirements for permanent certification as a CNP director/supervisor.

B. Special provisional certificates shall be issued only to persons with a baccalaureate or master's degree in Family and Consumer Science (Home Economics), Institutional Management, Nutrition, Dietetics, Business Administration, Food Technology, Public Health Nutrition, or other health related fields from a regionally accredited institution of higher education. This certificate does not authorize the holder to perform any services in the school system of Louisiana other than to act as a CNP director/supervisor.

Payment from school food service funds shall be made only for CNP directors/supervisors and acting supervisors who meet all of the foregoing certification.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2163 (December 2001), amended LR 30:2459 (November 2004).

§1107. Duties and Responsibilities of Directors/Supervisors

A. The responsibilities of the director/ supervisor include the following duties:

1. implement goals, objectives and governing regulations of the CNP;

2. develop, initiate, and interpret a nutrition education program and coordinate nutrition and educational opportunities for school food service employees, students, teaching staff, parents, and community;

3. utilize the school food service program as an application of sound nutrition and as a means for improving the health and nutrition of the students;

4. establish and implement uniform personnel policies for school food service employees, basic job descriptions, standards for performance, evaluation tools, salary schedule, and employee benefits;

5. assist in developing or administering accurate accounting procedures and records for adequate control and management of income, labor, food, supplies, and other costs;

6. plan in-service training programs, personnel conferences and regular staff meetings;

7. establish high standards for food preparation and service;

8. work with school administrators to plan meal schedules that meet the requirements and facilities of each school;

9. direct and/or supervise the planning of menus to comply with meal requirements and student acceptance;

10. make available standardized recipes and require portion control to be used in preparation and serving of food;

11. track current food service trends to improve and upgrade CNP;

12. cooperate in planning food service facilities including layouts;

13. assist in establishing and maintaining records necessary for adequate control and maintenance of equipment and supplies;

14. develop a plan for the appropriate care and maintenance of equipment and supplies as well as the proper cleaning of the food service area;

15. train personnel in proper use and care of equipment and supplies;

16. be knowledgeable of all local and state health laws and regulations;

17. enforce state and local laws relative to labor, sanitation, safety and fire prevention;

18. interpret goals and objectives of the CNPs through committee work, speeches, newspaper, radio, and television;

19. establish good rapport with students, school food service employees, teaching staff, school administrators, civic groups, parents, and general public;

20. develop or assist in the development of printed materials and audio-visual aids including general material for public information as well as manuals and instructional tools for school food service personnel;

21. use specifications for purchase of food, supplies and equipment;

22. purchase food products on the basis of standards, grades, quality and cost; and

23. purchase equipment on the basis of design, material, construction and cost.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2163 (December 2001).

§1109. Classifications of School Food Service Personnel

A. Three general classifications of school food service personnel are as follows:

1. adults, who may be employed full-time or part-time;
2. students, who are part-time workers
3. adult volunteers.

B. In order to have a uniform classification throughout the state for all full-time and part-time school food service employees, according to the type of work performed, the following specific classifications shall be used.

1. Manager. The manager shall work under the direction of the director and with the site administrator. There shall be employed a paid, certified manager responsible for each school food service program site(s) listed on the appropriate state forms.

2. Food Production Manager/Assistant Manager. The Food Production/Assistant Manager shall work under the direction of the manager in sites/situations that the CNP director designates at his/her discretion.

3. Clerk. The Clerk shall work under the direction of the manager, shall assist in compiling and maintaining daily participation records, and shall serve as cashier.

4. Technician. The Technician shall work under the direction of the manager; performs food preparation tasks.

5. Student Workers. If necessary, student workers may be used during peak periods of operation on a controlled and trained basis with strict supervision of the manager. They shall be calculated as a part of the total labor hours and

recorded on the labor budget if they receive any wages from school food service funds. All policies and regulations set forth in labor laws relating to women and children must be observed when employing students. Students receiving free or reduced price meals shall not be required to work, but may volunteer. Student workers shall not be allowed to collect monies/tickets because of the confidentiality of individual eligibility status.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2164 (December 2001).

§1111. Guidelines for Site-Based School Food Service Personnel

A. Efficient operation on a limited school food service budget demands the assignment of each job to the most qualified personnel available. Guidelines for job classifications, qualifications, and responsibilities of site-based school food service personnel are outlined below.

B. Manager

1. Professional Growth

- a. encourage active membership in National, State and local School Food Service Association;
- b. stay abreast of new trends occurring in the SFS through reading professional publications, attending workshops and conventions.

2. Duties

- a. implement the philosophy, policies and regulations of the CNPs;
- b. select, requisition, and maintain inventory of USDA commodities and purchased foods and supplies;
- c. direct the adjustment of standardized recipes to determine amounts of food to be prepared;
- d. direct and train personnel including student help and volunteer workers;
- e. prepare work schedules, written instructions, and procedures for food preparation, cleaning and operation of equipment;
- f. plan and/or assist in planning menus and developing standardized recipes;
- g. supervise food preparation and service;
- h. maintain equipment and facilities;
- i. maintain adequate records and prepare reports on all phases of school food service programs;
- j. maintain high standards of health, sanitation and safety;
- k. cooperate with school officials and parents in working with nutrition programs in schools;
- l. supervise receiving and storage of all food and supplies;

m. direct monthly in-service training meetings for employees.

3. Education

a. A minimum of a high school diploma or General Equivalency Diploma (GED) certificate

b. Successful completion of the State's Manager Certification Requirements

4. Experience

a. a minimum of one year of successful school food service

5. Desirable Characteristics

a. able to plan, organize, direct, control and evaluate all phases of the SFS programs

b. cooperative, tactful, patient, impartial, punctual, motivated, knowledgeable, pleasant; the ability to communicate effectively and work well with others, accept constructive criticism

c. neat and well groomed appearance

d. knowledgeable of basic food preparation principles

e. skilled in quantity food preparation and service techniques, operation of various food service equipment

f. skilled in the use of basic arithmetic functions

C. Food Production/Assistant Manager

1. Professional growth

a. same as the manager

2. Duties

a. assume, in absence of manager, responsibilities and duties of the manager

b. other duties to be delegated by manager as the program dictates

3. Education

a. same as the manager

4. Experience

a. same as the manager

5. Desirable Characteristics

a. same as the manager

D. Clerk

1. Professional Growth

a. same as the manager

2. Duties

a. implement SFA meal collection procedures

b. prepare daily records of meals and income

c. prepare daily deposits and submit to designated authority

d. perform duties as required by manager and supervisor/director

3. Education

a. High School diploma or GED certificate

4. Desirable Characteristics

a. Able to work harmoniously with pupils, staff, parents, and the public

b. Legible writing

c. Neat and well groomed appearance

d. Skilled in handling routine and repetitious tasks and in the use of basic arithmetic functions

E. Food Service Technician

1. Professional growth

a. Same as the manager

2. Duties

a. Understand and use standardized recipes

b. Complete food preparation, service and cleaning duties

c. Use proper portion control techniques

d. Maintain equipment and facilities

e. Maintain adequate records

f. Maintain high standards of health, sanitation and safety

g. Cooperate with school officials and parents

h. Other duties to be delegated by manager as the program dictates

3. Education

a. High School diploma or GED certificate (preferred)

b. Sufficient ability to follow written instructions, interpret recipes and necessary printed matter

4. Experience

a. A minimum of at least one year in food service

5. Desirable Characteristics

a. Neat and well groomed appearance

b. Pleasant and cooperative attitude

c. The ability to be punctual, to follow directions, to work well with others, and to accept constructive criticism.

F. Student Worker

1. Duties

a. Scrape and stack dishes or trays

b. Replenish milk

c. Cleanup during meal period

d. Assist in storeroom duties

- e. Serve food only if supervised
- f. Perform other duties in training programs conducted under the supervision of a classroom teacher and in conjunction with the school food service manager

2. Desirable Characteristics

- a. Same as food service technician

G. Adult Volunteer

1. Duties

- a. As designated by manager

2. Desirable Characteristics

- a. Same as food service technician

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2164 (December 2001).

§1113. Other Qualifications for School Food Service Manager and Food Production Manager/Assistant Manager

A. Effective June 1, 1974, and thereafter, but not retroactive, school food service managers and food production managers/assistant managers must have certification numbers issued by Louisiana State Department of Education (LDOE), Division of Nutrition Assistance upon successful completion of the prescribed training courses. Each individual school food service unit shall have a certified manager assigned to oversee the food service operation. A certified manager may be assigned to more than one site. In cases in which a certified manager cannot be secured, a temporary certification may be issued for one year and renewed for two additional years. The necessary training for certification shall be successfully completed during this period. School food service funds shall not be used to pay salaries of uncertified managers and food production managers/assistant managers.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2165 (December 2001).

§1115. Description of Louisiana School Food Service Training Program

A. The school food service training program consists of three levels or phases. It is the responsibility of the SFA to provide training for employees for Phases I and II.

B. Phase I is designed for all food service technicians/employees. Phase I consists of basic information in the areas of safety, sanitation, equipment, food production, food handling, working with others, and nutrition. While Phase I is not mandated, anyone whom the SFA wants to become a manager must pass the Phase I Manager exam. The only prospective school food service managers exempt from this requirement are those persons with an associate's, bachelor's, or master's degree from a

regionally accredited institution with 18 semester hours of Food and Nutrition and/or Institutional Management.

C. Phases II and III are designed for food service manager applicants. Phase II consists of areas of personnel, public relations, safety, sanitation, nutrition, food production, and property management.

D. SFAs are required to verify that employees enrolled for the Phase II examination have successfully completed Phase II training. The school food service director/supervisor shall sign a statement to that effect on the Phase II exam enrollment form. Successful completion of the Phase II training program by an employee is defined as meeting all of the following requirements:

1. reading each of the 22 units and completing all review exercises;
2. successfully completing all learning activities at the end of each unit; and
3. completing the activity checklist for each unit which includes the preceptor's signature.

E. Phase III is a training course that includes, but is not limited to, policies and history of child nutrition programs, forms, food distribution. To be registered for Phase III, the applicant shall have passed the Phase II examination.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2166 (December 2001), amended LR 29:2031 (October 2003).

§1117. Exam Administration Procedures

A. The Phase I and II examinations will be administered twice a year at various locations. The Phase III examination will be administered at the conclusion of Phase III training.

B. A person who fails the Phase III examination may retake the examination within six months without repeating the Phase III training.

C. Upon successful completion of Phase III, the applicant will be assigned a certification number and issued a certification card.

D. Applicants not currently employed as acting managers shall complete the Manager Certification Program within five years from the date they first take the Phase I examination. These individuals may take the Phase I, II, and III examinations as many times as necessary to complete the Manager Certification Program, as long as all three phases are completed within five years from the date the first exam is taken. If all three phases are not passed within five years, the applicant must begin a new five-year cycle and completely start over with Phase I, unless exempt from Phase I.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2166 (December 2001).

§1119. Requirements/Procedures for Manager Certification for Non-Degreed Persons

A. The applicant must possess a high school diploma or GED and must be an employee of a SFA in Louisiana.

B. The applicant must have successfully completed Phase I, Phase II and Phase III examinations, respectively.

C. The SFA shall submit to the state agency a copy of each applicant's high school diploma or GED, or transcript verifying graduation, to enroll the applicant for the Phase I examination.

D. An applicant not currently employed as an acting manager shall complete the Manager Certification Program within five years from the date he/she first takes the Phase I examination.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2166 (December 2001).

§1121. Requirements/Procedures for Manager Certification for Degreed Persons

A. Applicants holding an associate's, bachelor's, or master's degree from a regionally accredited institution with 18 semester hours of Food and Nutrition and/or Institutional Management may be exempt from taking the Phase I exam.

B. A degreed person must complete Phase II and Phase III training and pass the Phase II and Phase III examination.

C. The SFA shall submit to the state agency a copy of the applicant's official college transcript to register applicant for the Phase II exam. The transcript will be reviewed to determine whether the individual has successfully completed the required 18 hours of Food and Nutrition and/or Institutional Management.

D. Degreed persons shall have three years from the date they first take the Phase II examination to be certified.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2166 (December 2001).

§1123. Requirements/Procedures for Temporary Certification

A. Temporary certification for an applicant may be requested only when no qualified certified manager desiring the manager or food production manager/assistant manager position is available within the system.

B. An applicant must possess a high school diploma or a GED to receive a temporary certificate.

C. The request for a temporary certificate must be made at the time of the applicant's effective appointment date as manager. The local CNP director/supervisor shall submit, to the state agency for approval, the prospective manager's name, starting date as manager, and a copy of the applicants' high school diploma or GED. Upon state agency approval, a

copy of the request will be returned to the School Food Authority for the applicant to assume said position.

D. Temporary certification (T2, T3) is granted for one year, August 1 through July 31. If all requirements for full certification are not completed within this year, temporary certification may be renewed; but the renewal may be issued only twice. A T2 shall be used to designate the second year. A T3 shall be used to designate the third and final year to complete the requirements. Renewal of temporary certification must be requested on the state form submitted to the state agency prior to July 31 of each year for persons serving as acting managers.

E. Temporary certificates issued after January 1 will be valid through the following school year.

F. Acting managers and food production manager/assistant managers serving on temporary certificates must become certified within three years of the time the temporary certification was issued.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2166 (December 2001).

§1125. Employment Policies

A. Policies regarding the time of reporting and leaving, permits to leave, number of days, hours per day to work, and salaries are all the responsibility of the SFA. Documentation is mandatory.

B. A salary schedule is desirable and wage/hour laws must be followed. Starting managers' salaries shall be higher than salaries of other site-based school food service employees. Food service employees may be retained by providing an adequate and equitable salary schedule. Salaries should be based on a classified salary schedule recognizing and compensating positions of equal level at the same rate, establishing differentials for positions that demand greater responsibility or ability. A specific wage shall be established for substitutes in accordance with wage/hour laws

C. Fringe benefits are allowable. Fringe benefits may also include compensation for personal consumption or bonuses for schools/employees that meet preset goals. Meals served to school food service employees are considered a fringe benefit. (Refer to Financial Management and Accounting Chapter.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2167 (December 2001).

§1127. Personnel Policies

A. The success of school food service programs depends to a large extent on the management and effectiveness of its personnel. Personnel policies should be established in writing. Policies to be addressed with all school food service employees should include the following:

1. application for employment;

2. disciplinary procedures;
3. employee meals;
4. employee job responsibilities;
5. evaluations;
6. health requirements;
7. grievance procedures;
8. insurance and fringe benefits such as social security and retirement;
9. local agency's philosophy on CNPs;
10. organizational chart;
11. overtime pay;
12. payroll and wage verification;
13. professional organizations;
14. rest periods and breaks;
15. sick leave and vacation;
16. staffing assignments, steps, grades;
17. standards for employee appearance, grooming, work habits and food handling;
18. time and attendance records;
19. training;
20. uniforms;
21. work schedules.

B. Responsibilities and duties of all personnel shall be established. School systems must implement personnel policies in compliance with state regulations. The management of personnel must be consistent with all applicable federal and state labor laws.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2167 (December 2001).

§1129. Personal Appearance

A. Uniforms of the same color, effective hair restraints, hose or socks, and low-heeled, enclosed shoes with non-skid/slip-resistant soles that provide adequate protection are standard for school food service employees and volunteer workers. Aprons should be worn over uniforms during food preparation and clean-up periods. Student workers must also wear effective hair restraints, jackets, smocks, or aprons. All employees and volunteer workers should be clean and neat at all times. Artificial nails are prohibited. Jewelry must be restricted to wedding bands and/or stud earrings. A laboratory coat may be worn over a uniform. A washable sweater may be worn when necessary.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2167 (December 2001).

§1131. Staffing for Individual Programs

A. A staffing formula using "meals per labor hour" (MPLH) is an excellent tool to assist in determining the number of labor hours needed at an individual site or to determine the productivity rate of each site. The productivity rate or meals per labor hour (MPLH) is the number of meal equivalents (all lunches, 1/2 all breakfasts, 1/5 of all snacks, extra sales meal equivalents) produced and served per hour of labor used. (Refer to Chapter 3, §339 and §335 for additional information on converting breakfast, lunch, snacks, and extra sales into meal equivalents.) The MPLH may vary depending on the following factors:

1. type of food production system (on-site, central kitchen, bulk satellite, pre-plated satellite, etc.);
2. level of service (self-serve, plated on serving line) vending, etc.);
3. menu choices (scratch cooking versus convenience items);
4. kitchen layout and design;
5. facility size;
6. skill level of employees, etc.

B. The following steps may be used to develop a target MPLH:

1. determine a feasible target MPLH for each site; the determination can be based on industry standards or on data provided from the previous year's staffing decisions with necessary adjustments.

$$\text{Number of Meal Equivalents (Output)} \div \text{Productivity Rate or Meals per Number of Labor Hours (Input) Labor Hour (MPLH)}$$

2. calculate the MPLH for each site; an example is given below.

Site: School 444	No. Labor Hours Assigned: 36	Target MPLH: 15
Meals Served	Meal Equivalents	
ADP Lunch	335	335
ADP Breakfast	190	95
ADP Snack	76	15
Extra Sales Equivalents*		8
Total Meal Equivalents		453
MPLH = 453 meal equivalents ÷ 36 hours assigned labor/day = 14 Hours Over/Under: +1		
Meal Equivalents:		
1 lunch = 1 meal equivalent		
2 breakfasts = 1 meal equivalent		
5 snacks = 1 meal equivalent		
Extra sales income totaling the average cost of a meal from the previous school year = 1 meal equivalent		

* Extra sales income from previous year ÷ meal equivalent factor/number of serving days = \$3,066.50 ÷ 2.26 ÷ 180 = 8

3. make adjustments as deemed necessary to meet the target MPLH; in the example, the site may be considered overstaffed because it is producing 14 meals per labor hour, which is less than the targeted goal of 15 MPLH; the SFS Director must make a decision to accept this level of productivity, lower the number of labor hours at this site, or increase the number of meal equivalents (if possible) at this site.

C. Labor costs include all expenses paid to school food service personnel including the central office staff, and warehouse and maintenance employees (if paid with school food service funds). Fringe benefits such as Social Security taxes, medical taxes, life insurance, health insurance, worker's compensation, unemployment taxes, vacation days, sick leave, employee meals, and uniforms should be included in labor cost.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2167 (December 2001), amended LR 29:2032 (October 2003).

Chapter 13. Equipment

§1301. Planning

A. Efficient planning is essential to equip school food service departments and enable them to attain the objectives of the National School Food Service Programs. The complexity of building construction and the technical details of specifications and contractual procedures require the combined efforts of architects, consulting engineers, equipment specialists, sanitarians, and state and local school food service supervisory staff in all stages of planning and construction.

B. For information in planning and equipping school food service facilities, refer to the following:

1. "A Guide for Purchasing Food Service Equipment," USDA, FNS, NFSMI order number NFFSMI-R-35-98, NFSMI Telephone 1-800-321-3054 or Web Address <<http://www.olemiss.edu/depts/nfsmi>>

2. "The New Design Handbook" NFSMI, The University of Mississippi, P.O. Drawer 188; University, MS 38677-0188, Telephone 1-800-321-3054 Web Address <<http://www.olemiss.edu/depts/nfsmi>>

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2168 (December 2001).

§1303. Initial Equipment

A. The School Food Authority (SFA), with funds other than school food service funds, shall furnish initial food service equipment for each school. Initial equipment is the equipment that a Sponsor is required to have to begin a School Food Service Program. This equipment is necessary for the basic preparation, storage and service of meals to children. It is not permissible for school food service funds to be used to repay the SFA for initial equipment. After the SFA has been granted approval for participation in NSLP and SBP, school food service funds may be used to replace worn out initial equipment or to purchase additional equipment.

B. Refer to the Table of Authorized Large and Small Equipment in the Appendix for details when planning school food service facilities. Asterisks identify minimum large equipment acceptable. Program purchases from this table need no prior state agency approval. Small equipment

designed to prepare, store and serve food is considered initial.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2168 (December 2001).

§1305. Purchase of Equipment

A. The acquisition cost of equipment used directly in the food service operation, installation costs, and the costs of repairs to such equipment are allowable program expenses. Purchase of equipment should be made in accordance with state and federal regulations. (Refer to §1501. Purchasing Guidelines). All accounting practices must follow guidelines outlined in Bulletin 1929: Louisiana Accounting and Uniform Governmental Handbook, Bulletin 1929. When purchasing equipment, the food service director/supervisor should specify that equipment must comply with generally accepted sanitation and safety standards. The National Sanitation Foundation (NSF) and Underwriters Laboratories (UL) seals on a product are widely recognized as evidence that the equipment meets sanitation and safety standards. Specifications should indicate the seals of approval such as NSF, UL and others when applicable. Upon request, the state agency school food service staff is available as consultants on school food service equipment. In accordance with state and federal regulations, the expenditure of school food service funds for any items other than those specified will necessitate an audit adjustment of the total amount of the expenditure. All equipment for schools must be purchased by the SFA on a school system basis. For information on the purchase of equipment, refer to Chapter 15. Procurement.

B. The purchase of other equipment not listed in the tables of authorized equipment is sometimes necessary for the efficiency/effectiveness of the food service operation. Such purchases, however, require prior approval from the state agency. Vehicles used for the sole purpose of School Food Service (distribution of commodities or meals in satellite programs and maintenance) may be purchased with prior written state agency approval.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2168 (December 2001).

§1307. Factors to Consider before Approving Purchases

A. Consideration of the following conditions must be made before approving such purchase requests:

1. operating balance over the allowable amount permitted;

2. adequate supply of labor-saving equipment and small pieces of equipment to meet production needs;

3. documentation of contributions that will be made by the requested piece of equipment toward increasing participation and/or upgrading the total program;

4. the school's grade level, location, size and construction;

- 5. the method of distributing commodities;
- 6. knowledge of facility or an on-site visit by the state agency program manager prior to approval.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2169 (December 2001).

§1309. Equipment Inventory

A. An annual inventory of equipment valued at a unit acquisition cost of \$1000 or more with a useful life of one year or more is required. The SFA shall follow property management standards to safeguard school food service property as described in Chapter 3: Financial Management and Accounting.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2169 (December 2001).

§1311. Unauthorized Equipment

A. Items such as the following are not authorized for purchase from school food service funds: home-type equipment such as chest freezers, small hand mixers, popcorn machines and initial equipment.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2169 (December 2001).

§1313. Disposal of Equipment

A. Refer to §323. Disposition of Equipment for guidelines for disposing of equipment.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:22169 (December 2001).

§1315. Appendix

- A. Table of Authorized Large Equipment
- B. Table of Authorized Small Equipment

Appendix A. Table of Authorized Large Equipment Number of Lunches Served per Day

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Chairs	*	*	*	*	*	*	*
Tables	*	*	*	*		*	*
Dishwashers, Sinks and Related Equipment	1	1					
Dishwashers: Under the counter or free-standing (commercial)							
Single-tank door (automatic)			*1				
Single-tank conveyor with integral prewash				*1			
Double-tank conveyor with or without integral prewash					*1	*1	*1
Or Flight dishwasher (with integral prewash) with or without automatic tray stacker						*1	*1
Soiled dish table—minimum length of 100 inches includes area for receiving soiled table service, disposal, racking, etc.			*	*	*	*	*

*Where more than one number is shown in the same block, the larger number is recommended. The number with an asterisk indicates minimal initial equipment.

**Table of Authorized Large Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Clean dish table--minimal length of 60 inches for door type dishwashers and 100 inches for conveyor-type. For conveyor-type dishwashers, a minimum of 100 inches of clean dish table in straight line is recommended before making a conventional 90o turn. However, if the turn is fabricated in accordance with the manufacturers' specifications for "curved rack guide," this design can make it possible for the turn to begin immediately following the discharge end of the dishwasher.			*	*	*	*	*
Disposers--3/4-1 1/4 HP units having no floor supports: Vegetable preparation or pot and pan sink					1	1	1
Dishwashing area	1	1	1	1	1	1	1-2
Pulper-Extractors						1	1
Sinks: 2-compartment (vegetable sink) with integral drainboards				1	1	1	1
3-compartment with integral drainboards	*1	*1	*1	*1	*1	*1	*1
Hand--the exact number of hand sinks and compartment sinks will depend upon local health codes and whether there are partitioned areas specifically designated for baking, vegetable preparation, pre-preparation, cooking, etc., plus the overall dimensions of the various food preparation areas.	*1	*1	*1	*1	*1	*1	*1

**Table of Authorized Large Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Water Systems For Dishwashers: Booster Heater—Minimum Size To Maintain 150° F Wash and 180° F Rinse	Need Determined By Location Of Water Heater and Type Of Dish Machine						
Softner	As Needed						
Water Heater—Minimum Size To Maintain 150° F Wash and 180° F Rinse	*	*	*	*	*	*	*
Food Preparation Equipment Convection Ovens: Single Stack		*1	*1	*1 2	*1 2	*2 3	*3 4
Combination Oven/Steamer			1	1	1	1	1-2
Where Space Is At A Premium, Double-Stack Convection Ovens Could Be Used In Lieu Of Two Separate Single-Stack Convection Ovens.							
Ranges—Utility: 12" To 18" Top Cooking Only (2-Burners Or 1 Rectangular Hot Plate)	1	1	1	1	1	1	1
Commercial Microwave Ovens	As Needed						
Hood, Ducts, Air Movement, and Fire Protection Equipment As Required By State Law	*	*	*	*	*	*	*
Deep Fat Fryer	1	1	1	1-2	2	3	3
Mobile Filter	As Needed						

**Table of Authorized Large Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Steamers: Low pressure or pressureless; universal pan slides (two compartments)			*1	*1	*1	*1 2	*2
Trunnion Kettle (5 - 10 gallon)	1						
Steam-jacketed kettles and tilting-braising pans: 20 gallon kettle		1	1		*/		1
30 gallon kettle					*2	*2	
40 gallon kettle (tilting recommended)				*1			*2
60 gallon kettle, tilting					*1	*1	
Or 20-25 gallon tilting braising pan			1				
30-35 gallon tilting braising pan					*2	*2	
40 gallon tilting braising pan				*1			*2
Pot and kettle filler--swinging faucet for steam kettle and steamer		1	1	1	2	2	2

**Table of Authorized Large Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Food Machines (Mixers, Vcm, Cutters, Slicers) Mixers—batter, beater, dough-hook, and wire whip: 12 qt. With attachment #2	*1						
20 qt. With attachments #1, #2 and #3		*1	*1			1	1
30 qt. With attachments #1, #2 and #3				*1			
60 qt. With attachments #1, #2, and #3 Attachments: 1. High speed drive 2. Vegetable slicer and 5/16" shredding plates and grater. 3. Bowl truck					*1	*1	*1
Or Food processor with attachments (2 1/2 quart)	1	1					
Vertical cutter mixer--continuous feed: 2 1/2 quarts			1	1			
6 quarts					1		
40 quarts					1	1	*1

**Table of Authorized Large Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Food cutters: A food cutter is not required if a school has a vertical cutter mixer or a mixer with necessary attachments. Table model					1	1	1
Food slicers: Electric (manually-operated)	1	1	1	1	1		
Electric (automatic)		1	1	1	1	1	*1
When preparing large quantities of sliced foods, schools should consider purchasing an automatic food slicer.							
Tables--food preparation: stainless steel, movable, shelves and drawers optional. Refer to references listed in the Planning section of the Equipment chapter for number and size needed. Baker's				1 6'	1 6-8'	*1 6-8'	*1 8'
Cook's	*1 6'	*1 6'	*1 6'	*1 8'	*1 8'	*1 8'	*1 8'
Work			1 6'	1 6-8'	*1 6-8'	*1 6-8'	*1 6-8'

**Table of Authorized Large Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Refrigeration Equipment	*1	*1	*2	*2	*1	*1	*1
Refrigerators: Reach-in (number of sections)			3	3	2	2	2
Pass-through should have one section per serving Counter		*1	*1	*1	*2	*2	*3
Freezers: Reach-in (number of sections)	*1	*1	*2	*2	1	1	1
Walk-in: Refrigerator				1	*	*	*
Freezer--8' x 10' minimum size recommended: Refer to references listed in the Planning section of the Equipment chapter for size recommended.				1	*	*	*
Vinyl strip curtains for walk-in freezers, refrigerators and milk coolers	As needed						
Ice machine	Size needed may be determined by size of salad or specialty bar(s).						
SERVING LINE EQUIPMENT Checker or cashier's section and accessory equipment such as chair/stool, cash box, shelving, etc.	Need and number determined by method of collection and number of serving lines						
Cold food section—Refer to references listed in the Planning section of the Equipment chapter for size and number of wells needed.		*	*	*	*	*	*
Hot food section—Refer to references listed in the Planning section of the Equipment chapter for size and number of wells needed.		*	*	*	*	*	*

**Table of Authorized Large Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Serving Line Equipment (Cont'd.) Milk cooler—capacity to meet program needs. Approximately 1 cubic foot per 50 half pints.		*	*	*	*	*	*
Salad bar	Number needed determined by number of serving periods and participation						
Pass-through holding cabinet	Number needed determined by number of serving counters						
Self-leveling carts, tableware, plate or tray	Number needed determined by number of serving lines						

**Table of Authorized Large Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Office Equipment	1	1	1	1	2	2	2
Individual School (Manager's office) Desk							
Chair	1	1	1	1	2	2	2
Cabinet—locking: File	*1	*1	*1	*1	*1	*1	*1
Storage	1	1	1	1	1	1	1
Calculator/adding machine Computer Printer Facsimile Machine	1	1	1	1-2	2	2	2
	The type and number of computers and & printers purchased should be determined by the type of meal service for the school and the student participation.						
	1	1	1	1	1	1	1
Telephone	1	1	1	1	1	1	1
Central Office: Computer Printer Scanner Computer hardware Computer software Audio-visual equipment Calculator/adding machine Chairs Conference table and chairs Copier Desk Desk lamp Facsimile machine Telephone	The size and amount of equipment purchased should be determined by the number of employees, student participation and usage. Only one copier and facsimile machine may be purchased with school food service funds. The type and number of computers and printers purchased should be determined by the size and complexity of the SFA.						

**Table of Authorized Large Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Miscellaneous Equipment	As Needed						
Cabinet, holding hot and cold, should be equipped with Universal pan slides.	As Needed						
Reach-in Mobile	As Needed						
Burglar Alarm	As Needed						
Heat lamps (counter unit or wall mounted)	As Needed						
Washer and/or dryer-clothes	1	1	1	1	1	1	1
Wet-dry vacuum cleaner, commercial size	1	1	1	1	1	1	1
Floor polisher or cleaner	1	1	1	1	1	1	1
Fan, pedestal, ceiling or window	Number determined by size of facility						
Fan, exhaust type, for exhausting fumes from kitchen and ventilating storeroom.	*	*	*	*	*	*	*
Handwashing facilities, for students	Number determined by number of serving lines and/or cafeteria entrances						

**Appendix B. Table of Authorized Small Equipment
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Cleaning Equipment	1	2	2	3	3	3	4
Brooms:							
Heavy sweeping type							
Floor--bristle 15" or 16"	1	1	2	2	2	2	2
Floor--soft push 16" or 18"					2	2	2
Brushes:							
Gong--5" x 6", short handle, nylon bristle	1	1	2	2	3	3	4
Gong--5" x 6", long handle, nylon bristle	1	1	2	2	3	3	4
Kettle drain--nylon bristles	As Needed						
Kettle--nylon bristles	As Needed						
Scrub--nylon or fiber bristles	1	1	2	2	2	2	2
Wire type--app. 2" x 8" fine steel bristles	1	1	1	1	1	1	1
Mop:							
Wet--heavy duty, string or sponge, detachable wood handle	2	2	2	4	4	4	6
Mop bucket	1	1	2	2	2	2-3	3

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Pails:	1	1	2	2	2	2	2
Water--12 quart plastic or galvanized metal with a bale handle							
Pans:	1	1	1	2	2	2	2
Dust--12" or 16" with long handle, heavy duty							
Dining Equipment	As Needed						
Dispensers/Stand:	As Needed						
Napkin--corrosion resistant material	As Needed						
Straw--corrosion resistant material	As Needed						
Condiment--corrosion resistant material or plastic	As Needed						
Flatware--stainless steel, medium weight or disposable:	As Needed*						
Forks	As Needed*						
Knives	As Needed						
Spoons	As Needed						
Tableware:	As Needed						
Bowls cereal, fruit and soup	As Needed						
Cups	As Needed						
Disposable Cups and/or bowls	As Needed						
Compartment plates or trays:	As Needed						
Disposable or non-disposable plates and/or trays	As Needed						
Four-compartment plates	As Needed						

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Or Six-compartment tray	As needed*						
Flat serving tray	As needed*						
Tumblers: Heat treated	As needed						
Dishwashing Equipment							
Baskets or racks:	As needed*						
Sterilizing tableware							
Silver	As needed*						
Carts:							
Flatware and tray with shelf at top to accommodate plastic cylinders for flatware. Recommended when using service trays and plates.	As needed						
Or Flatware. Recommended when using compartment trays.	As needed						

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
and Plate/Tray-self-leveling unit should be adjustable.	As needed						
Flatware cylinders	As needed						
Garbage containers:							
Heavy duty with lid and fit under drop-off chute in dishroom	As needed						
Garbage can dollies (if cans are used)--steel frame	As needed						
Racks:							
Lightweight plastic—various types to accommodate table service used in operation: i.e., compartmentalized tray, service tray, plates and flatware	As needed						

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Dish dolly--to hold standard dish racks	As needed						
Pot	As needed						
Soak tanks for flatware: Designed to hold one combination dish rack; should have closing drain and locking wheels	As needed						
Preparation and Serving Equipment	1	1	2	2	2	2	3
Beaters: Wire whip--14" to 20"; corrosion resistant	1	2					
Board: Cutting--18" x 24" x 3/4"; plastic or composition rubber	As needed						
Boilers: Double--flat bottom insert with fitted cover; aluminum or stainless steel; hotel weight: 12 quart 20 quart (if kettle not available)	As needed						
	As needed						

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Bowls:							
Mixing--aluminum, plastic, or stainless steel:							
4 quart	1	1					
8 quart	1	1	1				
16 quart		1	1	1	1	1	1
24 quart			1	1	1		
30 quart					1	1	1
Bowl stand: For hand-mixing bowls, stainless steel or aluminum, with or without pan rack below			1	1	1	1	1
Brushes:							
Pastry--nylon bristles and handle	1	2	3	3	3	3	4
Vegetable--nylon bristles and handle	1	2	2	3	3	3	3
Can opener: Institutional table mounted, manual, or electric heavy duty	1	1	1	2	2	2	2

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Chopper: All-purpose, approximately 3 lb. capacity, manual, non-corrosive metal	1	1					
Colanders: Heavy duty aluminum or stainless steel:							
11 quart	1	1	1	1	1	1	
16 quart		1	1	1			1
21 quart			1	1	2	2	2
Cooling racks: Aluminum or stainless steel, universal pan slides	As needed						
Cutlery: Knives--blades of high carbon content or stainless steel, full long construction; NSF-approved with plastic handles							
Boning--6" flexible narrow blade	1	1	1	2	2	3	4
Boning--6" stiff wide blade	1	1	1	2	2	3	4
Bread	1	1	1	2	2	3	4
Butcher (optional)	As needed						
French cook's--10" blade	1	1	1	2	2	2	3

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Fruit--6"	1	1	1	1	1	1	1
Paring--carbon, spear, or clip point app. 2 1/2-3" blade	2	2	2	2	2	2	3
Slicing--12", serrated edge	1	1	1	2	2	2	3
Knife sharpeners: Carborundum	1	1	1	1	1	1	1
Steel 12" magnetized	1	1	1	1	1	1	1
Knife holder	1	1	1	2	2	2	2
Peeler: Fruit and vegetable, swivel, hand-operated	1	1	1	2	2	2	3
Server: offset blade 2 1/4" x 2 1/4"	1	1	2	2	4	4	4
Sectioner: 6-8 parts, knives of high grade carbon steel	1	1	1	2	2	2	2
Spatulas: Wide blade, short handle for serving	1	1	1	2	2-4	2-4	4
8-10", long, narrow or wide	1	1	2	2	4	4	4
Spreader: sandwich, flexible 4" blade	1	2	2	2	2	2	3
Turner: Utility--heavy duty long handle, 3" x 8" blade	1	1	1	2	2	2	2

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Wedge and Corer (for fruit)--stainless steel blade	1	1	1	2	2	2	2
Cutters:							
Biscuit--hand	1	1	2				
Biscuit--rolling pin type				1	1	2	2
Multi-cutter--3" diameter, 5-wheel				1	1	1	1
Dredges (shakers):							
Salt, pepper, and spices; aluminum, seamless	1	1	1	2	2	3	3
Forks:							
Cook's pot--long handle, 21"	1	1					
Cook's--12"-18", 2 tines, forged hardwood handle	1	1	1	4	4	4	4
Sanitary plunger type--per counter	1	1	1	1	1	1	1
Funnels--aluminum or plastic:							
1 pint	1	1	1	1	1	1	1
1 quart	1	1	1	1	1	1	1

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Grater:							
Hotel--hand, heavy duty, aluminum or stainless steel, fine or coarse	1	1	1	1	1	1	1
Ladles--stainless steel portioning:							
2 oz., 10"-12"	1	1	1	2	2	2-4	4
4 oz., 12"-14"	1	1	1	2	2	2-4	4
8 oz.	1	1	1	2	2	2-4	4
Transferring--1-4 quart, stainless steel				1	1	2	2
Long handled server (2 oz., 4 oz. and 8 oz.)	1	1	1	2	2	2-4	4
Measures--aluminum or stainless steel:							
Spoon set	2	2	3	4	4	4	4
Cup set--graduated with pouring lip	2	2	4	4	4	4	4
Quart--graduated	1	2	2	2	2	2	4
Gallon--graduated		1	1	2	4	4	4
Mixer bowl dolly--use with 30-quart mixers or larger	As needed						
Mixer stand--for 20-quart or smaller mixers, stainless steel, with locking wheels, with rack for attachments	As needed						

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Paddle--kettle, perforated aluminum or stainless steel, sized to fit kettle	One per kettle						
Pans--aluminum or stainless steel, heavy duty:							
Bun or sheet--17 3/4" x 12 7/8" x 1"	1	1	1	2	2	2	2
Bun or sheet--18" x 26" x 1"		6	12	24	32	32	40
Muffin--12 or 24 cups per frame, aluminum	2 or 4	6 or 12	8 or 16	10 or 20	12 or 24	24 or 48	27 or 54
Sauce--2 quart, long handle	1	1	1	1	1	1	1
Sauce--4 quart, long handle	1	1	2	2	2	2	2
Serving--20" x 12" x 2 1/2"	4	6	8	20	32	40	48
Serving--20" x 12" x 4"	2	2	3	5	10	12	14
Serving--half size, 10" x 12" x 2 1/2"	1	1	1	2	2	3	6
Serving--half size, 10" x 12" x 4"	1	1	1	2	2	3	6
Pitchers:			1	1	1	1	2
Batter--2 quart, stainless steel or aluminum							
Portion filler--for preparation of flowable food into single service containers	Optional						
Water--aluminum or stainless steel	Optional						
Pots--stock, aluminum, hotel weight:							
3 gallon with cover	1	1					

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
6 gallon with cover	1	2					
Rolling pin--heavy duty, 4" x 14", revolving handles	1	1	1	2	2	2	2
Scales:							
Counter or baker's 25-30 lb. with 1/4-1/2 oz. graduations, balanced type	1	1	*1	*1 2	*1 2	*1 2	*2 3
Portion--1/4 oz. graduation	1	1	1	1	1	1	1
Scoops:							
Flour--die-cast aluminum, seamless 32 oz. or 48 oz.	1	1	2	2	2	4	4
Portioning--stainless steel, plastic handle:							
Size numbers 8, 10, 12, 16, 20, 24	1 each	2 each	2 each	4 each	4 each	4 each	6 each
Size numbers 6, 30, 40	1 each	1 each	1 each	2 each	2 each	2 each	2 each
Scrapers:							
Plate--rubber	1	2	4	4	6	6	6
Bowl--rubber 4" to 6" wide flexible nonmetallic blade	1	1	2	4	6	6	6
Dough--stainless steel blade, 6"; wood handle			1	1	2	2	2
Shears--kitchen, 7" to 8" steel	1	1	2	2	2	2	2
Sieve--flour, aluminum 16" to 20" diameter	1	1	1	1	1	1	1

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Skimmer—stainless steel or aluminum 4" to 6" diameter with app. 12" handle	1	1	1	1	1	1	1
Slicer--egg, double piano wire, cast aluminum	1	1	1	1	1	1	1
Spoons:							
Stirring--14" to 18" long, solid stainless steel	1	2	3	4	4	4	4
Serving--solid, slotted and perforated, stainless steel	4	6	7	10	10	10	12
Strainer--10" to 12" diameter	1	2	2	2	2	2	2
Thermometers:							
Bimetal--range 0° to 220°F in 2° scale division	As needed						
Meat--range 140° to 200°F in 5° scale divisions	As needed						
Oven range 200° - 600°F in 10° scale divisions	As needed						
Refrigerator/freezer-range-40° to 120°F in 3° scale division	As needed						
Tongs:							
Serving	2	2	2	4	4	4	6
Spaghetti	1	1	1	2	2	2	4
Trays:							
Serving--12" x 16" or 14" x 18"	Determined by type of service						

**Table of Authorized Small Equipment (Cont'd.)
Number Of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Storage Equipment							
Baskets	As needed						
Cans or containers:							
20-30 gallon, tight fitting lids, galvanized metal or heavy duty plastic; for storage, equipped with dolly	3	4	4	4	6	6	6
Or							
Stainless steel or heavy duty plastic (portable to fit under baker's table) bins used for storage	3	4	4	4	6	6	6
Carts:							
Utility--2 or 3 stainless steel or fiberglass shelves, stainless steel or aluminum tube frame	As needed						
Containers:							
Food storage with lids	1	2	2	2	3	4	4

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Dolly: With removable handle (case cart) 19" x 25" platform to accommodate two cases of #10 cans per tier	As needed						
Racks: Bun pan	As needed						
Can	As needed						
Dunnage	As needed						
Refrigerator storage, slotted shelves for air movement.	As needed						
Scales: 250 lb. Capacity Dial type – mobile Or Beam – counter or mobile, floor model Or Digital			1	1	1	1	1
Shelving: Dry storage—noncorrosive material	As needed						
Skids: Semi-live, 800-pound capacity, 24" x 36" platform size; should have small turning radius	As needed						

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Thermometers: Refrigerator and freezer, range -40° to +70°F in 1° scale divisions	At least one per refrigerator unit						
Dry storage in pantry, range -20° to +120°F in 2° scale divisions	As needed						
Trucks: Hand—2-wheel; 500 lb. Capacity, tubular or channel steel Frame	As needed						
Hand--4-wheel, 800-pound capacity, steel frame, wood or steel body, counter sink bolts, 24" x 42"	As needed						
Miscellaneous Clock: Electric	1	1	1	1	1		1
Cutters: Wire	1	1	1	1	1	1	1
First Aid Kit	1	1	1	1	1	1	1
Sanitizer test kits	As needed						
Garnishing kit	1	1	1	1	2	2	3
Fire blanket: to meet state standards	1	1	1	1	1	1	1
Fire extinguisher: to meet state standards	1	1	1	1	1	1	2

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Hammer: with nail puller	1	1	1	1	1	1	1
Ice pick	1	1	1	1	1	1	1
Ladder—aluminum							
Hose—heavy duty	As needed						
Mats: Floor—interlocking synthetic, rubber or vinyl, slip resistant, grease and alkali resistant	As needed						
Pastry bag with cake decorating tubes							
Blenders--heavy duty	As needed to prepare special diets						
Pliers	1	1	1	1	1	1	1
Screwdriver	1	1	1	1	1	1	1
Stools—step-type	1	1	1	1	1	1	1
OPTIONAL ITEMS							
Fry pan—14"	1	1	1	1	1	1	1
Gloves:							
Heavy-duty elbow length	1	1	2	2	4	4	6
Rack: Broom and mop--stationary type	As needed						

**Table of Authorized Small Equipment (Cont'd.)
Number of Lunches Served per Day**

	25-75	76-150	151-150	251-500	501-750	751-1000	1001-1250
Disposable bag			1	1	1	1	1
Towel—portable or folding type	1	1	1	2	2	2	2
Roast pans—heavy-duty aluminum:							
5-6" deep	1	1	1	1	1	1	2
Square, 2 gallon	1	1	2	2	2	2	2
Salt and pepper shakers	Determined by method used						
Equipment cart: With stainless steel side trays, with or without pan rack below, locking wheels, aluminum or stainless steel frame	As needed						
Timer: Range of 60 minutes, marked in one-minute scale divisions	1	1	1	1	1	1	1
Dispensers:							
Foil	As needed						
Paper towels	As needed						
Soap	As needed						
Wax paper	As needed						
Waste containers:							
Restroom, foot operated	As needed						
Kitchen area	As needed						
Safety belts	As needed						

AUTHORITY NOTE: Promulgated in accordance with R.S. 17.191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:22169 (December 2001).

Chapter 15. Procurement

§1501. Purchasing Guidelines

A. The goal of school food service (SFS) is to serve nutritious, attractive, and moderately priced meals. Meals that meet these standards are the result of effective planning

and management including planning, purchasing, preparation and service. The meals served can be no better than the quality of food purchased. Wise purchasing practices help upgrade the quality of food served, increase participation, reduce waste and control costs.

B. An organized and efficient procurement procedure, which is an important aspect of food service, is essential for good management of the food service program. The SFS supervisor or manager should be responsible for determining the quality, quantity, performance, and usage of each product purchased. SFAs must have a written procurement plan that

contains the code of conduct and describes procurement procedures.

C. Procurement procedures must ensure that all federal and state laws and regulations governing procurement are followed when purchasing materials and supplies utilized in the SFS program. These procedures include equipment, vehicles, and other movable property, food items and other supplies used in food service. It is not allowable to use school food service funds to purchase initial equipment for a school food service program. (Refer to §1303, Chapter 13.Equipment)

1. Federal procurement standards

a. United States Department of Agriculture, Code of Federal Regulations (CFR) Chapter 7 CFR Parts 210.21, 3015 "Uniform Federal Assistance Regulations, 3016 and 3019 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (3016) and "Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" (3019); 7 CFR Part 3017 "Government-wide Debarment and Suspension" and 7 CFR Part 3018 "New Restrictions on Lobbying" (Revised January 1, 2001). Website addresses:

http://www.access.gpo.gov/nara/cfr/waisidx_01/7cfr3016_01.html;
http://www.access.gpo.gov/nara/cfr/waisidx_01/7cfr3017_01.html;
http://www.access.gpo.gov/nara/cfr/waisidx_01/7cfr3018_01.html; and
http://www.access.gpo.gov/nara/cfr/waisidx_01/7cfr3019_01.html.

b. The state procurement standards are found in §1581 of the Louisiana Procurement Code (La. R.S.39:1581) (Refer to the Louisiana Department of Education web site, www.doe.state.la.us, publications-Bulletin 1929: Louisiana Accounting and Uniform Governmental Handbook.)

D. All procurement transactions shall be conducted in a manner so as to provide maximum open and free competition:

1. without regard to dollar value;
2. regardless of whether by sealed bids or by negotiation;
3. without practices that restrict or eliminate competition.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2183 (December 2001), amended LR 29:2032 (October 2003).

§1503. Procurement Systems

A. Competitive Sealed Bids (Formal)

1. All purchases of materials and supplies exceeding the aggregate sum of \$20,000 must be formally bid. Aggregate is defined as the dollar value of items purchased from a single source for a bid period: for example, quotations are obtained on a food item for a two-month period, but the foods are ordered weekly during that period. No weekly invoices total \$20,000, but the total invoices during the two-month period are over \$20,000. In this example, the aggregate amount is the value of all items

purchased during the two-month period, so the item must be formally bid.

2. Breaking up purchases with the intent of circumventing formal advertising procedures is contrary to federal procurement regulations. Any change in the SFAs normal purchasing practices resulting in the aggregate amount purchased becoming less than \$20,000 must be documented for review and audit purposes.

3. SFAs may divide schools into districts, but assigning each district to a local vendor is prohibited. This practice would not allow open and free competition. Schools may be divided into districts to organize deliveries efficiently, but an adequate number of vendors must be allowed to submit price quotations for any or all of the districts.

4. Act No. 349, 1974 of state law requires every SFA to follow formal bid procedures for the purchase of milk and milk products for use in its schools regardless of dollar value.

5. Formal bid procedure requires formal advertising with adequate purchasing descriptions, sealed bids and public bid openings. The SFA desiring to let a contract for the purchase of materials or supplies shall in its resolution providing for the contract or purchase and for the advertisement of bids designate the time and place that the bids will be received and shall at that time and place publicly open the bids and read them aloud.

a. The Advertisement

i. The advertisement for any contract for materials and supplies shall be published two times in the local newspaper that serves as the official journal for the SFA, the first advertisement to appear at least 15 days before the opening of the bids. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

ii. The advertisement for competitive sealed bids must contain the following information:

- (a). name of the School Food Authority;
- (b). general category or description of what is to be bid;
- (c). date, time, and location of opening bids;
- (d). address and telephone number for location where invitation to bid and general detailed instructions and specifications may be obtained;
- (e). notice that the "public is invited."

b. Statement of Percentage and Dollar Amount of Federal Funding (7 U.S.C.A. S 2209d)

i. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state the following information:

(a). the percentage of the total cost of the project or program to be funded with the federal money, and

(b). the dollar amount of federal funds for the project or program.

ii. In order to comply with this requirement, SFAs may complete the following statement and include it in issued statements, press releases, requests for proposals, bid solicitations, and other documents:

(a). "The (Name of SFA)____ School Food Service Program is funded ____ (number) percent with federal funds for a total of approximately \$__(Dollar/Units) per year."

iii. Plans and specifications shall be available to bidders on the day of the first advertisement and shall continue to be available until 24 hours before the bid opening date.

iv. When a SFA mandates attendance by bidders at pre-bid conferences as a prerequisite to bid, the date, place, and time of the pre-bid conference shall be stated in the first advertisement notice.

c. Receiving Sealed Bids

i. Each bid shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, or shall be sent by registered or certified mail with a return receipt requested. The requirement that all bids be sent by registered or certified mail does not apply to **public** and parochial governing authorities..

ii. No SFA shall accept or take any bids, including receiving any hand delivered bids, on days which are recognized as holidays by the United States Postal Service (Louisiana Public Bid Law 2212(ii)).

iii. Federal regulations require sealed bids to be date stamped and maintained in a secure place until the time of bid opening. A locked file cabinet, a locked metal box or a place where there could be no question of tampering is a secure location.

d. Public Bid Opening

i. At least two employees of the SFA should be present at the public bid opening. These employees should be involved directly with the procurement process. It is desirable to have representatives from the SFS program and/or the Purchasing Department. One person should open the bids and read the prices and the other person should record the prices. School board members are not required to be present unless mandated by local policy. Since federal regulations mandate that the bids be opened publicly, vendors and other interested parties may also attend.

ii. The opening of bids shall be conducted at the time and place indicated in the advertisement. Bids that do not arrive at the designated place by the appointed time shall not be considered and shall not be opened. They should be marked with the time received and returned to the bidder unopened. No SFA shall open any bids on days recognized as holidays by the United States Postal Service [Louisiana Public Bid Law 2212(ii)].

e. Awarding the Bid

i. No comment should be made at bid opening about the low bid or about the bid award. The bid should be awarded only after careful review of the apparent low bidder's responsibility and responsiveness. Responsibility refers to the character or quality of the bidder, whether it is an entity with which you are safe doing business (Louisiana Public Bid Law). Responsiveness refers to whether or not the bidder has offered in its bid what has been requested in the specifications (Louisiana Public Bid Law).

ii. The provisions and requirements of the Louisiana public bid law, those stated in the advertisement for bids, and those required on the bid form shall not be considered as informalities and shall not be waived.

iii. When a SFA enters into an estimated use or delivery contract for a perishable food item, the SFA shall be prohibited from awarding another estimated use contract for the same perishable food item without first having taken delivery of at least seventy-five percent of the perishable food item under the existing contract. Perishable food items are consumable food items that have a shelf life of fewer than six months.

f. Awarding Other than Low Bid

i. Causes for selecting a bid higher than the lowest bid might be the following.

(a). The item or service bid is not responsive to the specifications, to the invitation to bid, or to the general instructions.

(b). The bidder is not responsible. Vendor integrity has been documented by the vendor's record of past performance.

(c). The financial and technical resources of the bidder are not adequate.

(d). There is evidence of noncompliance with public policy (EEO, EPA, etc.).

ii. A SFA should document on the bid evaluation sheet the reason the lowest bid was not accepted. If the bid is not responsive, the SFA should document what requirement it did not meet. If the SFA knows that a vendor is not responsible, every effort should be made to disqualify the vendor prior to the issuing of invitations to bid. This action would prevent the possibility of having to decline a low bid.

g. Special Prices

i. Once a bid has been accepted and a vendor offers an item at a lower price than the bid price, the SFA is not free to obtain bids or quotations from anyone other than the vendor who has received the contract unless

(a). an amount has been specified in the bid;

(b). that amount will still be purchased from the bidder; and

(c). the SFA wants to purchase an amount in addition to what was bid.

ii. Small purchase procedures or competitive sealed bids must be used in obtaining prices on additional

merchandise. The SFA would also be required to make a written explanation of why it needs to purchase the additional merchandise and file the explanation with the bid or quotation information.

iii. When a vendor offers an item not presently used at a special price below market value, all purchases must be based on specifications that clearly describe the item to be purchased. If the SFA has tried a new product and would like to purchase it, a clear description of the item must be written; and depending on the amount to purchase, small purchase procedures or competitive sealed bids must be used.

iv. When a vendor offers incentives such as stamps, equipment, or other prizes, the prices paid for all purchases should be based solely on the bid or quotation offered by responsible seller giving the lowest price meeting specifications. When "incentives" such as prizes, stamps, equipment, etc., are offered and accepted, the "incentive" must become the property of the school food service program and under no condition the property of an individual. Special offers often mean higher prices, or lower quality, or both. Frequently, special prices are offered on old merchandise that the vendor wants to move. Promotional items or cash rebates received from vendors must be used for school food service purposes.

h. Rejecting Bids

i. The SFA may reject any and all bids for just cause pursuant to state law. All reasons for rejecting bids must be documented in the procurement file and retained for a period of three years.

i. Disqualifying a Bidder

i. To disqualify a vendor who fails to deliver certain items or delivers items that do not meet specifications, the SFA should document the problem, noting the date and writing an accurate description of the problem. The vendor must be notified by telephone of the problem and of how the problem should be corrected. With even the best vendors, problems occasionally arise; frequently a single telephone call is all that is needed to correct a problem. A record should be kept of the dates of all telephone calls and the information discussed shall be maintained in the event that talking with the vendor does not resolve the problem. If the problem continues, the SFA should give the vendor written notification of the problem, indicating that immediate correction is expected and that failure to do so will be considered a breach of contract and could result in the cancellation of the contract. If the vendor seems to be making little effort to resolve the problem, the SFA should discuss the problem with the school board attorney and explore other options. If cancellation of the contract becomes necessary, steps should be taken to disqualify the vendor from future bidding. If the contract is not canceled, the SFA may want to consider taking action to disqualify the vendor from future bidding.

ii. A bidder disqualified for lack of responsibility must be notified and given an opportunity for a hearing. Rejecting a bid because of unresponsiveness requires only that the bidder be informed of why the bid was rejected.

j. Withdrawing a Bid

i. Bids containing obvious mechanical, clerical, or mathematical errors may be withdrawn by the bidder if clear and convincing sworn, written evidence of such errors is furnished to the SFA within 48 hours of the bid opening excluding Saturdays, Sundays, and legal holidays. If the SFA determines that the error is an obvious mechanical, clerical, or mathematical error, it shall accept the withdrawal and return the bid security to the contractor. Otherwise, withdrawal of a bid shall result in the forfeiture of any bid bond that has been submitted.

ii. A bidder that attempts to withdraw a bid under the provisions of this section shall not be allowed to resubmit a bid on the contract. If the bid withdrawn is the lowest bid, the next lowest bid may be accepted. If all bids are rejected, any bidder that had withdrawn a bid prior to rejection of all bids shall not be eligible to bid on the contract unless the readvertisement and opening of bids is at least 180 days after the date the bid was withdrawn.

k. Inspecting Bids

i. Bids are public records that may be inspected and copied, but precautions should be taken to prevent tampering.

l. Items Omitted From Bid

i. Before a bid is sent out, every effort must be made to determine that all items needed during the bid period are listed. If an item, or several items, is accidentally omitted, the SFA must purchase the item(s) using small procurement procedures or competitive sealed bids, depending on the dollar value of the purchase. The reason that the items were not included in the original bid should be documented.

m. Documentation

i. For each formal bid, the following documentation should be maintained on file for at least three years after final payments have been made for the federal fiscal year to which they pertain:

(a). a copy of the Invitation to Bid, including instructions to vendors and specifications;

(b). a copy of public advertisement(s);

(c). a dated mailing list of vendors who were mailed a copy of the bid;

(d). bids submitted by vendors with bid envelope and a copy of the receipt if hand delivered attached;

(e). a bid evaluation sheet, including documentation whenever the lowest price is not accepted;

(f). copies of bid award letters and letters to unsuccessful bidders; and

(g). copies of contracts;

(h). the original signed Certificate of Independent Price Determination form, for all bids received even though bidder was not awarded a contract,

(i). any original signed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, Certification Regarding Lobbying, and Disclosure of Lobbying Activities forms, for all bids received even though the bidder was not awarded a contract.

6. To ensure compliance with federal and state procurement regulations, SFAs shall include the following certifications by bidders, as applicable, in the formal solicitation document (Refer to §1735 for the blank forms and instructions.):

a. Certificate of Independent Price Determination (All bidders);

b. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions (All contracts > \$100,000—See §1517);

c. Certification Regarding Lobbying (All contracts > \$100,000—See §1517);

d. Disclosure of Lobbying Activities (as applicable).

B. Small Purchase Procedures (price quotes)

1. Small purchase procedures may be used when:

a. the aggregate amount does not exceed \$20,000.00; and/or

b. the purchases are for highly perishable materials.

2. Purchases of materials and supplies for which the aggregate amount does not exceed \$20,000 shall be made by obtaining an adequate number of price quotations. The adequate number of price quotations for any items purchased under small purchase procedures that must be obtained is determined by local market conditions. Regardless of dollar value, the SFA must have open and free competition. If in a small rural parish there are only two produce vendors that provide service to the area, two quotes may be sufficient. However, in a larger metropolitan area where there are six produce vendors, all six should be given an opportunity to submit price quotations.

3. Price quotes can be oral or written. At least three telephone, handwritten or facsimile quotations must be obtained for materials and supplies costing less than \$20,000. A written confirmation of the accepted offer shall be obtained and made part of the purchase file. If quotations lower than the accepted quotations are received, the reasons for their rejection shall be recorded in the purchase file. All written documentation must be maintained on file for three years after final payments have been made for the federal fiscal year to which they pertain.

a. Written Invitations for Quotations

i. Written invitations for price quotations shall contain complete specifications and the quantity required, and any other information, including the delivery point, necessary for a supplier to make an acceptable quote.

b. Documentation for Price Quotations

i. The following information must be maintained on file:

(a). for telephone quotations, a record of all prices quoted on a bid evaluation sheet and items awarded;

(b). a record of price quotes dated and signed by the person receiving the quotes;

(c). a copy of written invitations for price quotations including instructions to vendors and specifications;

(d). the dated mailing list of vendors who were mailed a copy of the invitation for price quotes; and

(e). a listing of price quotes submitted by vendors.

4. Record Retention. All written documentation shall be maintained for three years after submission of the final claim for reimbursement for the fiscal year to which they pertain. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2183 (December 2001), amended LR 29:2032 (October 2003), LR 30:2460 (November 2004).

§1505. Geographic Preference

A. Geographic preference in procurements under USDA entitlement programs is prohibited (7CFR , parts 3015, 3016 and 3019).

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2186 (December 2001).

§1507. Non-Resident Firms

A. Non-resident (out-of-state) firms must provide written documentation that all taxes assessed by the state and its political subdivisions have been paid. These include franchise taxes, privilege taxes, sales taxes and all other taxes for which the non-resident firm is liable.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2186 (December 2001).

§1509. Other Procurement Methods

A. Competitive Negotiation

1. Competitive negotiation will be used when competitive sealed bids are determined to be inappropriate or unfeasible. Competitive negotiation is often used for the purchase of produce and the acquisition of professional services. Produce is commonly purchased by obtaining written price quotes based on written specifications. Competitive negotiation is especially appropriate when the selection of a contractor cannot be made principally on the basis of price because adequate specifications cannot be developed to advertise the requirement formally. In the negotiated process, technical considerations are usually

primary, although both technical and cost factors are considered. Consideration is also given to other factors, including the offerors proposed methodology, the offerors' related experience, and the qualifications of the staff proposed.

2. The solicitation document used in negotiated procurement is referred to as a Request for Proposals (RFP). Bidders respond to an RFP by submitting both a technical and cost proposal. These proposals are evaluated in accordance with evaluation factors that are cited in the RFP. The award is made to the bidder whose combined technical and cost proposal is the most advantageous to the School Food Authority (SFA).

a. To ensure compliance with federal and state procurement regulations, SFAs shall include the following certifications by bidders, as applicable, in the RFP.

i. Certificate of Independent Price Determination (All bidders),

ii. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (All contracts > \$100,000-See §1517).

iii. Certification Regarding Lobbying (All contracts > \$100,000-See §1517),

iv. Disclosure of Lobbying Activities (as applicable).

3. If competitive negotiation is used for procurement, the following conditions must be met:

a. Proposals will be solicited from an adequate number of qualified sources to permit reasonable competition.

b. The RFPs shall be publicized, and reasonable requests by other sources to compete must be honored to the maximum extent possible.

c. The RFPs shall identify all significant evaluation factors including price or cost required and their relative importance.

d. The SFA will provide a mechanism for technical evaluation of the proposals received, to determine which responsible bidders will be contacted for the purpose of further written and oral discussions, and selection for contract award.

e. The contract will be awarded to the responsible bidder whose proposal is most advantageous to the SFA when price and other factors are considered.

f. Unsuccessful offerors shall be notified promptly.

B. Noncompetitive Negotiation

1. Noncompetitive negotiation, a method of procurement used when no price quotations can be obtained, may be used when the following are true:

a. There exists a public emergency that will not permit a delay incident to competitive solicitation. If purchases are made in retail stores in emergency situations, itemized receipts that indicate item, cost per unit, quantity,

total cost, date, and vendor must be obtained. Cash register tapes for purchases are insufficient purchase records.

b. Competition is determined to be inadequate after solicitation from a number of sources.

C. Purchasing from State Bid Contract

1. The Office of State Contracts establishes contracts for items sufficiently used by state agencies. All items on the state bid contract have been awarded under the Louisiana Public Bid Law. Public School Boards and other programs that are 100 percent government funded qualify to purchase from the State Bid Contract without going through the formal bid process. Non-profit entities can apply to state purchasing for authorization to use state contracts. Items may be purchased through a local vendor selling the exact same product at the award price. If a vendor from a state contract will not deliver to a SFA, according to R.S. 39:1710, political subdivisions can buy items on state contract from local vendors and even pay slightly more than the state contract price. However, the item must be precisely the same product (brand, model, etc.) that is on the state contract.

2. A copy of the state bid contracts may be obtained by sending a written request to the Director of Purchasing at the following address:

Director of Purchasing
P.O. Box 94095
Baton Rouge, Louisiana 70804-9095
<http://www.state.la.us/osp/SiteIndex>

D. Cooperative (Piggyback) Purchasing

1. Purchasing may be conducted jointly with other political subdivisions or purchases may be made under a viable contract entered by another Louisiana public entity if the vendor consents. Federal regulations encourage cooperative purchasing. It is advisable for SFAs contemplating cooperative purchasing to enter into a contract defining the responsibilities of each party. There are several points that should be considered and included in the written plan such as specifications, billing, storage costs, delivery costs, and the dates of delivery prior to a SFA's participating in cooperative purchasing. [Requests for legal information regarding purchasing should be directed to the Attorney General's Office-Public Contracts Section, Telephone (225) 342-7013.]

a. The certification requirements for debarment, suspension, ineligibility, voluntary exclusion and lobbying apply to procurement contracts totaling \$100,000 or more that are awarded through a cooperative Request for Proposal.

E. Purchasing from a Sole Source/Single Source

1. Several methods can be used when purchasing from a sole or single source. A SFA can use small purchase procedures by soliciting quotes when the aggregate amount is under \$20,000. Documentation of contacts must be maintained. Competitive sealed bids (formal advertising) must be used when the aggregate amount is over \$20,000. If the aggregate amount of a purchase exceeds \$20,000, a SFA must go through the regular bidding process even if only one source is known. If only one bid was received,

documentation would be available from the single source. If no bids were received, the SFA must re-bid or consider cooperative (piggyback) purchasing, or state bid contract. Non-competitive negotiation may also be used if the other methods have failed. The decision to use non-competitive negotiation must be adequately justified in writing and available for audit and review.

2. Record Retention. All documentation shall be maintained for three years after submission of the final claim for reimbursement for the fiscal year to which they pertain. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed.

F. Cost Plus a Percentage of Cost

1. The cost plus a percentage of cost method of contracting is prohibited.

G. Cost Plus a Fixed Fee

1. The cost plus a fixed fee method of procurement is allowed. Under this system, the vendor quotes both the cost plus freight of the product and the fee that covers his warehousing, financing, delivering, and sales cost, plus profit. When using this method of procurement, the vendor is subject to audit.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2186 (December 2001), amended LR 29:2033 (October 2003), LR 30:2460 (November 2004).

§1511. Diversion of Commodities for Processing

A. Federal and state procurement regulations must be followed when contracting for the processing of commodities. All contracts exceeding the sum of \$20,000 shall be advertised and awarded to the lowest responsible bidder. Purchases less than \$20,000 shall be made by obtaining no fewer than three telephone, facsimile or hand written quotations. Bids shall be accepted only from approved USDA commodity processors.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2187 (December 2001), amended LR 29:2033 (October 2003), LR 30:2460 (November 2004).

§1513. Leasing

A. If a SFA leases space such as warehouse space, competitive negotiation with a request for proposals should be used. Prior written approval from the state agency must be obtained for multiple year leases. Contracts for multiple year leases should include a clause that prohibits the lessee from making any repairs that would result in capital improvements to the property in accordance with program regulations. The contract should also stipulate that a multiple year lease is contingent on continued funding of the National School Lunch and Breakfast Programs.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2187 (December 2001).

§1515. Written Contract and Bond

A. A written contract is required by procurement regulations. In addition, Circular A-110 and USDA 7 CFR Part 3016 and 3019 require the inclusion of specific contract provisions or conditions in procurement contracts.

B. To have a valid contract, one party must make an offer and the other party must accept the offer on the terms contained in the offer. Another requirement is that the offer must be definite on all essential terms. The contracts must identify the parties to the contract and must specify the subject matter, the time for performance, and the price. When a SFA sends out Invitations to Bid, it is asking vendors to bid certain estimated quantities of goods at a specific price. The SFA must then accept the offer for there to be a contract.

C. Contracts may be awarded in one of the following manners:

1. Some SFAs insert a contract clause in the Invitation to Bid. The Invitation to Bid also contains the contract provisions required by federal regulations. To award the contract, the SFA designates the item(s) to be awarded, signs the contract clause, and mails a copy to the address listed by the vendor on the Invitation to Bid.

2. Other SFAs accept an offer by sending a bid award letter that lists the item(s) that have been awarded to the vendor. The Invitation to Bid must specify that the bid award letter, when mailed to the vendor at the address listed on the Invitation, will constitute acceptance of the offer. In addition, the Invitation to Bid must contain the contract provisions required by federal regulations.

D. When any bid is accepted for the purchase of materials or supplies, the public entity purchasing the materials or supplies may require that a written contract be entered into between the successful bidder and the public entity; further the public entity may require that the successful bidder shall furnish good and solvent bond in an amount not less than one-half of the amount of the contract, for the faithful performance of his duties. Any such requirements shall be incorporated in the specifications and advertisement.

E. Contract Administration System. Each SFA shall maintain a contract administration system ensuring that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2188 (December 2001).

§1517. Contract Provisions

A. Certificate of Independent Price Determination

1. To ensure the School Food Authority's compliance with federal and state procurement regulations regarding

competition, the original signed Certificate of Independent Price Determination from the vendor whose offer was accepted shall be an integral part of the final procurement contract.

B. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

1. A sponsor (SFA) is prohibited from contracting with a company or individual that has been disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. This prohibition does not extend to contracts in existence at the time of the debarment/suspension or to most contracts under \$100,000. The prohibition applies to any contract for audit services regardless of the amount. Furthermore, the prohibition does not apply to proposed debarments.

a. Any reference to "lower tier covered transactions" means the initial procurement contract with a vendor/contractor and the first tier subcontract under that procurement contract.

b. A vendor/contractor receiving the final award resulting from a cooperative purchase Request for Proposal that equals or exceeds the \$100,000 threshold shall meet all requirements regarding debarment, suspension, ineligibility and voluntary exclusion.

c. Suspension, debarment, proposed for debarment, and voluntary exclusion are government-wide; therefore, an exclusionary action under one federal program applies under all federal programs.

2. To ensure that the SFA does not enter into a contract with a debarred or suspended company or individual, each SFA must require that each responsive bidder include a certification statement with any procurement contract bid totaling \$100,000 or more, or for audit services regardless of the amount. By signing the certification statement, the bidder certifies that neither it nor any of its principals (e.g. key employees) or any first tier procurement subcontractor of the bidder, have been proposed for debarment, debarred, suspended or voluntarily excluded by a federal agency or program. It is the responsibility of each SFA to require the certification as part of a responsive bid.

C. Lobbying Restrictions.

1. An SFA is prohibited from using federal funds to pay for lobbying activities to influence the award of any federal contract, grant, loan or cooperative agreement or any renewal, extension, amendment or modification thereof.

2. Certification and disclosure statements regarding lobbying activities are required of all SFA's and any subcontractors at all tiers, that receive more than \$100,000 in federal funds. The SFA must sign and submit the certification statement to the state agency as a part of its permanent participation agreement. The Disclosure of Lobbying Activities form is required to be submitted to the state agency whenever the SFA or a subcontractor has used non-federal funds to pay persons external to their

organization for activities which would have been prohibited if federal funds had been used.

D. Breach of Contract Terms/Remedies/Sanctions

1. All contracts other than small purchases shall contain provisions that allow for administrative, contractual, or legal remedies in instances in which contractors violate or breach contract terms and that provide for such sanctions and penalties as may be appropriate.

E. Equal Low Bids

1. Contracts shall be awarded in the following order of priority when two or more low bids are equal in all respects:

- a. small business concerns that are also labor surplus area concerns;
- b. other small business concerns;
- c. other business concerns that are also labor surplus area concerns; and
- d. other business concerns

2. To determine whether an area is a labor surplus area, a SFA should contact the Department of Employment and Training (Department of Labor) Research & Statistics at (225) 342-3200. This information is found in Area Trends in Employment and Unemployment, a monthly publication provided by the United States Department of Labor-Employment and Training Administration.

3. If two or more bidders still remain equally eligible after application of the paragraph above, the award shall be made by a drawing by lot limited to those bidders. If time permits, the bidders involved shall be given an opportunity to attend the drawing. The drawing shall be witnessed by at least three persons, and the contract file shall contain the names and addresses of the witnesses and the person supervising the drawing.

4. When an award is to be made by using the priorities under this provision, the contracting officer shall include a written agreement in the contract that the contractor will perform, or cause to be performed, the contract in accordance with the circumstances justifying the priority used to break the tie or select bids for a drawing by lot.

F. Multi-Year Contract

1. The multi-year method of contracting is used when a special production of definite quantities of supplies for more than one fiscal period is necessary to meet needs most effectively, but funds are available only for the initial fiscal period. A multi-year contract is also appropriate when it is in the best interest of the SFA to obtain uninterrupted services extending over more than one fiscal period, when the performance of such services involves high start-up costs, or when a changeover of service contractors involves high phase in/phase out costs during a transition period.

2. When a multi-year contract is used by the SFA, the contract shall include a clause stating that the multi-year contract will be cancelled if funds are not appropriated or otherwise made available to support the continuation of performance in any fiscal period following the first year.

G. Extending a Contract

1. Extension of a contract into the next bid period can be granted only under special circumstances. Since extending a bid period is a modification of the contract, the SFA must perform some form of cost or price analysis. Because circumstances that would justify a bid extension are unlikely, it is required that the SFA contact the state agency for permission should a need for a contract extension arise.

H. Energy Conservation Provision

1. Contracts will recognize mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act P.L. 94-163.

I. Termination Provisions for Contracts over \$20,000

1. All contracts over \$20,000 must contain suitable provisions for termination by the grantee including the manner that the termination will be effected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default because of circumstances beyond the control of the contractor.

J. Equal Opportunity Provision for Contracts over \$20,000

1. All contracts over \$20,000 must contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 40 CFR Part 60.

K. Clean Air and Water Provisions for Contracts over \$100,000

1. All contracts over \$100,000 shall contain a provision that requires compliance with all applicable standards, orders, or requirements issued under §306 of the Clean Air Act 42 USC 1857(h), §508 of the Clean Water Act 33 USC 1368, Executive Order 11738, and Environmental Protection Agency regulations 40 CFR Part 15 that prohibit the use under nonexempt federal contracts, grants, or loans of facilities included on the EPA list of Violating Facilities. The provision shall require reporting of violations to USDA and to the USEPA Assistant Administrator for Enforcement.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2188 (December 2001), amended LR 30:2461 (November 2004).

§1519. Audit Provision

A. All negotiated contracts, except those awarded by small purchase procedures, shall include a provision to the effect that the SFA, the state agency, the USDA, the Comptroller General of the United States, or any duly authorized representatives shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transactions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2189 (December 2001).

§1521. Buy American Provision

A. Public Law 100-237 directs the Secretary of Agriculture to require that whenever possible the recipient agencies purchase food products that are produced in the United States. Public Law 100-237 defines American food products as products being grown in America or, in the case of processing or packaging in America, products that contain at least 51 percent of domestic product. Exceptions to the "Buy American" requirement are allowed in the following circumstances listed below.

1. The recipients have unusual or ethnic food preferences that can be met only through purchases of products not produced in the United States.

2. The products are not produced or manufactured in the United States in sufficient and reasonably available quantities of a satisfactory quality.

3. The cost of the domestic produced food products is significantly higher than the cost of the similar foreign products.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2189 (December 2001).

§1523. Certified Economically Disadvantaged Businesses (LA Economic Disadvantaged Business Act R. S. 51:1751)

A. Affirmative steps must be taken to utilize small businesses and minority-owned businesses by:

1. including small and minority businesses on solicitation lists;

2. assuring that small and minority businesses are solicited whenever they are potential sources;

3. dividing total requirements into smaller tasks or quantities when economically feasible so as to permit maximum small and minority business participation; and

4. establishing delivery schedules that will encourage participation by small and minority businesses when requirement permits.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2190 (December 2001).

§1525. Records

A. The SFA shall maintain procurement records sufficient to detail the significant history of a procurement such as, but not limited to the following:

1. rationale for the method of procurement;

2. selection of contract type;

3. contractor selection or rejection;

4. basis for the cost of or price in negotiated contracts; and

5. all procurement records shall be maintained for three years after submission of the final claim for reimbursement for the fiscal year to which they pertain. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2190 (December 2001).

§1527. Code of Conduct

A. Each SFA must have a written code of conduct relative to procurement to comply with the Louisiana Code of Governmental Ethics (R.S. 42:1101-1169) and other state and federal regulations.

1. Federal regulations require that each SFA have a written Procurement Plan that contains the Code of Conduct and describes how purchases will be handled in a school system. The Procurement Plan can be basic or it can be a very detailed sample procurement plan can be found in §1735.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2190 (December 2001).

§1529. School Employees Purchasing Items at Bid Price

A. The practice of school system employees buying items from vendors at the bid price is prohibited. federal regulations require a code of conduct that states that "the recipient's officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors." When a person purchases at the school bid price or at another discounted price, that person is actually accepting from the vendor the cash difference between the bid price and what one would have to pay for the item in the retail market. Even if the vendor were to charge the retail price, the person would still be receiving the convenience of a personal delivery and therefore would be accepting a favor from the vendor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2190 (December 2001).

§1531. Receiving Gifts

A. The practice of school system employees receiving gifts from vendors is not allowed. It is in conflict with state and federal procurement regulations dealing with a code of conduct or code of ethics. No SFA employee may accept gratuities, favors or anything of monetary value from companies with which they currently, or could potentially, do business.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2190 (December 2001).

§1533. Instructions to Vendor

A. Drop Deliveries

1. If a low bid is received from a vendor who can make a drop delivery, but the instructions to vendors do not mention the acceptability of drop delivery, the bid from the vendor who can make a drop shipment or delivery at a lower price is actually a nonresponsive bid that must be rejected. Regulations specify that the invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to respond properly to the invitation. It is possible that one of the other bidders may have bid an even lower price on a drop shipment had the vendor been offered the opportunity. If the SFA will accept a drop shipment, that specification it must be clearly stated in the invitation to bid. If deliveries are to be made to schools, a list of the schools and their addresses should be included so that the bidder may calculate transportation costs.

B. Specifications

1. A specification is a statement that contains a detailed description or enumerates particulars of a product. The characteristics of a specification include the name of the product, federal grade, size information for container and product, unit on which price will be based, quality indicators, packaging procedures and type of package, and test or inspection procedures.

2. When a public SFA desires to purchase technical equipment, apparatus, machinery, materials, or supplies of a certain type and such purchases are clearly in the public interest, the SFA may specify a particular brand, make, or manufacturer in the specifications let out for public bid. If a particular brand, make or manufacturer is specified, the model or catalog number shall be specified. The brand name or equal description may be used as a means of defining a quality standard. Wherever in specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, the specifications shall state clearly that they are used only to denote the quality standard of product desired and that they do not restrict bidders to the specific brand, make, manufacturer, or specification named; that they are used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired; and that equivalent products will be acceptable. Specifications must state clearly when and where deliveries are to be made.

C. Index Pricing

1. The bid specification may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or Wholesale Price Index. Bids based on specifications subject to a recognized escalation index shall be legal and valid. When using such "index pricing," the competition between bidders is based solely on the "margin" over index price that the bidder offers.

D. Child Nutrition Label (CN) or Certified Product Formulation Statement

1. Each SFA should be consistent in information sent to vendors. If a SFA will accept only CN labeled processed items or will accept either a CN labeled product or a signed and dated Certified Product Formulation Statement, this information should be stated in the instructions to the vendors. Any processed food product used in school food service programs that provides part of a meal component that does not have a yield listed in the Food Buying Guide must have either a Child Nutrition (CN) label or a signed and dated Certified Product Formulation Statement. The CN label or Certified Product Formulation Statement identifies the contribution of a product toward meeting the meal pattern requirements. (Refer to Meal Service.)

E. Minimum Drained Weights

1. It is necessary to specify minimum drained weights in specifications for canned fruits and vegetables. This information helps to ensure the minimum acceptable amount of product per can.

F. Generic Terminology

1. When writing a specification for a product without specifying brand name, the SFA shall use the generic name that is usually listed under the trade name. A brief description of the product can also be included: for example, some generic names of breakfast cereals are:

- a. toasted oat cereal, donut shaped;
- b. puffed wheat cereal, sugar coated; and
- c. cornflakes, sugar coated.

G. Bread Specifications

1. If a bread item has a standard of identity, it is still necessary to specify enriched. The U.S. Food and Drug Administration has standards of identity for nonenriched bread products as well as for the enriched products. In order to be sure of receiving enriched products, the SFA must specify enriched.

H. Grade Standards

1. When a bid specifies U.S. Grade A Fancy or U.S. Grade B Choice, it is telling the bidder that a federally graded product is wanted. If a vendor bids an item that is only vendor grade, the bid is a nonresponsive bid. If the bid says Fancy or Choice or omits any mention of quality desired, bids may be received on undesirable products. If the SFA wishes to designate a level of quality without requiring federal grading, "U.S. Grade A or equal" can be included in specifications. "Grade A" or "Grade B" without "U.S." preceding may be written in specifications. Federal regulations require any product that has one of the grade names on the label, without "U.S." to be of equal quality, even though there is no official grade. So in essence, Grade A has the same meaning as U.S. Grade A without requiring federal grading. Instructions to vendors may include the statement that, when a U.S. grade is mentioned in the specifications for fruits and vegetables, federal grading is not required; however, the items bid must meet or exceed the

USDA grading requirements for the item and grade specified.

I. Approved Brands

1. It is acceptable to specify a list of approved brands as part of a specification. Many school systems test and approve brands that meet their standards and student preferences. The object of testing must not be to determine the best product on the market, but rather to determine which products are of acceptable quality to meet the needs of the program. Product testing procedures must provide for an objective evaluation of tested products, and documentation of test results must be maintained on file by the SFA. The SFA may list acceptable or approved brands on the invitation for bids. The words or equal must be included after listing the approved brands. If a brand is specified, the specification must clearly set forth and convey to prospective bidders the general style, type, character and quality of the brand desired and a statement notifying the bidders that equivalent products will be acceptable.

J. Standardized Specifications for a Geographical Area

1. Developing a manual of standardized specifications for several SFAs within a geographical area is advantageous to the vendor and the buyer.

2. Advantages to the vendor are as follows:

- a. reduction in the vendor's inventory;
- b. reduction of the vendor's dilemma of keeping up with numerous LEA specifications and item numbering systems; and
- c. if the vendor can reduce duplication of stock or inventory and can increase volume buying of agreed upon items, he should be able to negotiate lower prices.

3. Advantages to the Buyer are as follows:

- a. lowering of cost;
- b. reduction in work for each supervisor; and
- c. pooling of resources, resulting in a stronger purchasing system.

K. Estimating Quantities

1. Quantity estimates should be given for items required during a bid period.

a. Estimating quantities may help obtain a lower price. If the vendor knows the exact quantities needed, he may be able to offer a better price. The vendor bidding on unknown quantities is in a weak position for negotiation with his supplier. With good management and active teamwork from managers, each SFA should be able to forecast usage accurately. Some supervisors hesitate to estimate quantities because of the uncertainty of commodities. Many systems utilize short bid periods for certain classes of items, because that procedure gives time to predict commodities and adjust the amounts required. If the SFA overforecasts needs, use of not only storage space either centrally or at the school level but also cycle menus will allow use of extra amounts. Again, the use of short bid periods helps to adjust surplus inventory quickly. If the SFA

under-forecasts, it may be necessary to solicit new price quotations or use sealed bids to get permission to extend the contract. One way of allowing some flexibility is to insert a clause in the general instructions to vendors giving some tolerance range in estimating amounts.

b. Estimating quantities could help to receive deliveries: for example, if several SFAs go out on bid at the same time, and one SFA estimates usage of fish portions at 50 cases, and the other SFA gets only price quotes with no estimate of quantities, the SFA that has contracted for a definite quantity will be more assured of delivery.

c. A SFA may not have a legal remedy if quantities have not been stated. In such a case, there actually is no definite contract.

L. Contract Award

1. Awarding by Item, Class, or Total

a. Whether it is more advantageous to award bids by item, class of items, or total sum will depend on a combination of factors including:

i. the size of the school system and its location: i.e., is it rural or is it located in or near a metropolitan area; is the SFA large enough that vendors could profitably handle only a portion of the business, or would they need all of the business to make delivery worthwhile?

ii. the capabilities of the vendors in the area: for example, are there several full-service vendors in the area or are the vendors limited in the lines of merchandise they carry? Do some vendors in the area handle only red meats; others hams and sausage; and others chicken, fish and prepared items? If so, it would not be to the SFA's advantage to have an all or nothing bid for chilled and frozen meats;

iii. the SFA's capabilities for storing and transporting deliveries: for example, if a delivery truck and a central warehouse with a refrigerator and a freezer are available and a drop shipment can be accepted, the SFA may want to award the bid by item even if the SFA is a small, rural school system.

b. All of the options and the estimated cost for each option: the option that provides the most benefits to the school system for the least cost should be chosen.

M. Awarding by Total

1. In order to evaluate properly a bid or price quotation that will be awarded by total to one vendor instead of by item to multiple vendors, the SFA must estimate the quantities that will be purchased. Each estimate is then multiplied by the bid price and an estimated total cost is obtained for each bid. The vendor with the lowest estimated total cost would be awarded the contract. This procedure for evaluating bids and quotations should be used for all contracts that are awarded by total to one vendor such as milk bids, bread bids, and fresh produce quotations.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2190 (December 2001), amended LR 29:2033 (October 2003).

Chapter 17. Commodities

§1701. General

A. The United States Department of Agriculture's (USDA) Food Distribution Program (FDP) is a multi-purpose program designed to improve the nutritional quality of the diets of people who participate in the program. In addition, it supports agriculture through price support and surplus removal programs. The foods are made available to the Louisiana Department of Agriculture and Forestry (LDAF) for distribution to eligible outlets such as School Food Authorities (SFAs).

B. The LDAF is required to execute agreements with each SFA. A copy of the approved agreement must be maintained on file by each SFA. The provisions in this agreement must be fulfilled at each school. USDA regulations specify that all records and documents pertaining to the FDP must be retained for a period of three years after submission of the final claim for reimbursement for the fiscal year to which they pertain. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2192 (December 2001).

§1703. Allocations

A. SFAs are eligible for a certain dollar level of USDA commodity assistance based on the number of lunches served multiplied by the mandated rate of assistance. This commodity assistance is referred to as planned assistance level (PAL). USDA commodities that are offered to SFAs against the dollar amount of their PAL are considered entitlement foods. Other foods that are offered to SFAs, which are not offered against the PAL, are considered bonus commodities. The SFA may refuse up to 100 percent of the USDA commodities offered to their program through an offer/acceptance system. Once an SFA accepts a commodity through the survey the SFA must accept or find a suitable same type user as approved by USDA.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2192 (December 2001).

§1705. Use and Sale of Commodities

A. The USDA expects participating schools and institutions to use any donated food or processed end product containing USDA commodities, so far as practical, in the preparation of required food items or side dishes on reimbursable lunches. In addition, USDA commodities may be used in the preparation of meals served under any other school food service meal activity such as School Breakfast Program, sale of extra servings, and meals and snacks in Residential Child Care Institutions.

B. Federal regulations also authorize the use of USDA commodities in the following school activities:

1. training students in home economics and the Nutrition Education and Training (NET) Program;

2. workshops, demonstrations, and tests relating to the utilization of USDA commodities by the SFA. Records must be maintained documenting that prior written approval has been received from the LDAF.

C. Records of the kinds and quantities of USDA commodities that are used must be maintained. These USDA commodities shall not be replaced by the LDAF.

D. USDA commodities cannot be used in the preparation of any food item for use in catering/special functions except for the following: in the preparation and sale of foods for any school related functions at which the primary beneficiaries of the food are the students themselves.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2192 (December 2001).

§1707. Further Processing of Commodities

A. Federal and state procurement regulations must be followed when contracting for the processing of commodities. All contracts exceeding the sum of \$10,000 shall be advertised and awarded to the lowest responsible bidder. Purchases less than \$10,000 shall be made by obtaining no fewer than three telephone, facsimile, or hand written quotations. Bids shall be accepted from only approved or pre-approved USDA commodity processors as determined by the Louisiana Department of Agriculture and Forestry.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2193 (December 2001).

§1709. Care and Storage of Commodities

A. The SFA is responsible for USDA commodities after taking possession of them. Possession includes transfers within a warehouse from the state account to the account of the SFA. Each SFA must take prudent and reasonable care of USDA commodities as follows:

1. Receiving Commodities

a. Each delivery of food must be checked for possible shortages and damage before the foods are accepted. The delivery date must be recorded on all commodity items. Refrigerated products must be examined to ensure that the temperature of the product is adequate and that they are in good condition.

b. Canned foods must be examined to determine whether there are any damaged, disfigured, or discolored cases or cans, which might indicate spoilage or deterioration.

c. Foods subject to insect infestation must be thoroughly inspected.

d. Food found to be out of condition must be separated from other food. The SFA must

i. indicate on the receiving document the status of the out-of-condition food;

ii. and properly dispose of the out of condition food;

iii. any shortages found during the delivery check should be noted on the receiving documents. The receiving documents must be signed by the driver to confirm the differences due to shortages or out-of-condition foods.

2. Inventory Requirements

a. A perpetual inventory record must be maintained at the site for all foods in stock.

b. Physical inventory of all USDA commodities on hand must be taken on the last working day of the month and submitted to LDAF by the 10th of each month.

c. Perpetual inventories must be reconciled with physical inventory monthly.

d. Food should be ordered in quantities that can be properly stored and utilized without waste. An inventory of no more than a six-month supply of commodities should be maintained except in unusual circumstances.

3. Insect and Rodent Control

a. Adequate facilities for the proper storage of USDA commodities must be provided.

b. USDA commodities must be protected from insect and rodent infestation. There must be no external openings in the structure of the buildings in which foods are stored that would allow rodent and insect infestation.

4. Cooler/Freezer Checks

a. Cooler and freezer temperatures must be checked at least every other day, even during vacation and holiday periods. The only allowable exception is when it is not possible to monitor on weekends, in which case temperature checks should be made late Friday afternoon and early Monday morning. Automated alarm systems may be used if they produce written records of temperatures and dates upon request. Documentation is required each time the acceptable range is exceeded.

b. When automated alarm systems are not used, a log containing the following information must be maintained:

i. the exact date of the check;

ii. the exact time of the check;

iii. the recorded temperature; and

iv. the full original signature and title of the person conducting the check.

5. Theft Control

a. Facilities used to store USDA commodities must be secure. Freezers/coolers and other storage areas should be locked separately.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2193 (December 2001), amended LR 29:2033 (October 2003).

§1711. Questions

A. Questions concerning commodities can be answered by writing the Louisiana Department of Agriculture and Forestry; P.O. Box 3481; Baton Rouge, Louisiana 70821-3481; or calling (225) 922-1255, or by visiting their web site: www.ldaf.state.la.us.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2194 (December 2001).

Chapter 19. Sanitation

§1901. Purpose

A. The following are guidelines to aid in the purchasing, receiving, storing, preparing, cooking, holding, serving, cooling and reheating of safe food for use in the Child Nutrition Programs. All school food service programs shall comply with the standards as outlined in the Louisiana Sanitary Code. A copy of the Code can be obtained by writing to the following: Sanitarian Services, 325 Loyola Avenue, Room 210, Post Office Box 00030, New Orleans, Louisiana 70100.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2194 (December 2001).

§1903. Purchasing

A. Obtaining wholesome, safe foods to meet the menu requirements is the goal of purchasing. Vendors play an important part of this step. Therefore, suppliers must meet federal and state health standards. Also delivery trucks should have adequate freezer units and refrigeration units. In addition, food safety standards should be a part of the purchase specification agreements.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2194 (December 2001).

§1905. Receiving

A. The receiving area should be clean, well lit, and pest-free.

B. Orders should be inspected immediately for dented/damaged supplies and for expiration dates.

C. Frozen foods shall be inspected for signs of thawing and refreezing.

D. Delivery vehicles should be checked for signs of contamination, such as dirt and melted ice as well as infestation by pests.

E. Thermometers shall be used to measure temperatures of refrigerated and frozen foods.

F. Acceptable goods should be logged in upon delivery.

G. Clean carts should be used for transporting goods.

H. All items should be marked for storage with the date of arrival.

I. Staples, nails, and other fasteners should be removed before goods are unpacked.

J. Items should be moved to storage quickly. They shall not be left on the dock or in hallways.

K. Unacceptable goods shall be rejected.

L. Home-canned foods should never be accepted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2194 (December 2001).

§1907. Storing

A. The First In, First Out (FIFO) method shall be used.

B. All items shall be dated upon receipt.

C. All leftovers shall be dated when stored after preparation.

D. Temperatures in freezers, refrigerators, and milk coolers shall be recorded regularly. It is recommended that temperatures be measured and recorded daily. However, at minimum, temperatures must be obtained and recorded every other day including upon the opening of the kitchen Monday morning and upon the closing of the kitchen on Friday afternoon. Temperatures must be monitored and recorded during holidays and summer breaks.

E. Refrigerated temperatures shall be below 41° F. Freezer temperatures shall be 0° F or lower.

F. Unauthorized persons should not be admitted to the storage area.

G. All spills and leaks should be cleaned up and empty packaging material shall be removed immediately.

H. Cooked and ready-to-eat foods shall be covered and stored above raw foods to avoid cross-contamination.

I. The shelves in refrigerated storage shall never be lined.

J. Thawed food shall never be refrozen until it has been thoroughly cooked.

K. Dried fruits and vegetables, cereals, sugar, flour, and rice shall be kept dry.

L. Dry foods should be stored at least six inches off the floor and out of sunlight.

M. Dry storage temperature shall be between 50° to 70° F.

N. Dry storage must be well-ventilated and pest-free.

O. Cleaning supplies and chemicals shall be stored as follows:

1. in locked rooms or cabinets away from food preparation and storage areas;

2. in original containers; empty chemical containers shall never be used to store food; chemicals shall never be stored in food containers; and

3. near material safety data sheets (MSDS).

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2194 (December 2001).

§1909. Preparing

A. Food should be prevented from spending more than four hours in the temperature danger zone of 41° to 140° F. This period includes the time spent in receiving, storing, preparing, cooking, holding, serving, cooling, and reheating.

B. Food should be thawed by these four methods only:

1. in a refrigerator at a temperature not to exceed 41° F; raw foods shall be stored on the lowest shelf to prevent them from dripping or splashing on other foods;

2. under running drinkable water at a temperature of 70° F or lower; the product should be thawed within two hours; this method should not be used for turkeys and large cuts of meat;

3. as part of the cooking process;

4. in a microwave; this method shall be used only when the food will be transferred immediately to conventional cooking facilities as part of a continuous cooking process or when the entire, uninterrupted cooking process takes place in the microwave. (This method is not effective on large items.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2195 (December 2001).

§1911. Cooking

A. An internal temperature of 165° F-170° F for foods to be held for serving shall be reached.

B. The internal temperature in the thickest part of the food item without touching the bone should be measured.

C. Overloading cooking surfaces and ovens should be avoided, as the unit's temperature may drop or foods may spill onto each other.

D. The temperature of cooking equipment should be allowed to return to the required temperatures between batches.

E. The cooking process should never be interrupted.

F. Cutting boards, knives, and other food contact surfaces shall be washed, rinsed, and sanitized after each contact with a potentially hazardous food. It is recommended

that cutting boards of different colors be used for different foods. For example, red for meat, blue for poultry, and green for fresh vegetables.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2195 (December 2001), amended LR 29:2034 (October 2003).

§1913. Holding

A. Hot and cold food should have the temperature checked every two hours and recorded in a log. The temperature should be less than 41° F for a cold item and greater than 140° F for a hot item.

B. Warmers, steam tables or other hot-holding equipment should never be used to cook or reheat food. This equipment should be used only to keep food hot.

C. Foods should be stirred at regular intervals to ensure even heating.

D. Fresh food should never be added to a serving pan containing foods that have already been out for service.

E. Any food held in the "temperature danger zone" for more than four hours should be discarded.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2195 (December 2001).

§1915. Serving

A. For hot food a minimum temperature of 140° F shall be maintained during the service period. For cold food, the temperature shall not exceed 41° F during the service period.

B. The food contact areas of cups, glasses, plates, and tableware shall not be touched once cleaned for service.

C. Hands shall be washed for at least 20 seconds with soap and warm water before serving food.

D. Plastic or metal tongs or scoops should be used to obtain ice, as glass may break.

E. Gloves shall be discarded whenever they touch an unsanitary surface.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2195 (December 2001).

§1917. Cooling

A. Foods must be cooled to 41° F or lower in fewer than four hours total after cooking or hot holding.

B. Shallow pans should be used to cool food. Thick foods, such as chili, stew, and jambalaya, should be placed in pans with a product depth of no more than two inches deep. Thinner liquids, such as broth and soup, may be placed in pans with a product depth of no more than three inches deep.

C. Foods should be labeled with the date and time they were prepared.

D. Pans should be spaced in the cooler to allow for adequate air circulation and to hasten cooling.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2196 (December 2001).

§1919. Reheating

A. Previously cooked food should be reheated to an internal temperature of at least 165° F as soon as possible, not to exceed two hours.

B. Food should be reheated only once.

C. A leftover batch of food should never be mixed with a fresh batch of food.

D. Questionable food should never be served. (If in doubt, throw it out.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2195 (December 2001).

§1921. Use of Food Waste

A. The Louisiana Sanitary Code prohibits the use of food waste, either cooked or raw, as feed for swine. If a SFA or school allows any individual/agency to dispose of food waste, a statement indicating its use must be on file at the school site. This statement must be signed by the individual/agency and must indicate that the food waste will not be fed to swine before anyone is allowed to remove the food waste.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2195 (December 2001).

§1923. Sample Plates

A. A sample plate of all foods served, with the exception of prepackaged items, shall be covered and retained for at least 48 hours at each school site, including the satellite school.

B. The sample plate shall be kept refrigerated at 41° F or below and shall not be frozen. If there are no means of refrigeration at the site of service, the sample plate must be retained at the central kitchen. If there is refrigeration at the satellite site, the sample plate must be refrigerated at that site.

C. The sample plate shall be taken before meal service begins.

D. Each sample shall be taken with a different utensil that has been cleaned and sanitized.

E. The recommended size of the sample(s) is 1/2 cup (200gm).

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2195 (December 2001).

§1925. Hazard Analysis Critical Control Point (HACCP)

A. HACCP provides a system for monitoring potentially hazardous foods. Hazards may include micro-organisms, chemicals, and physical objects. A critical control point (CCP) is an action in which a preventative or control measure can be taken to eliminate a hazard, prevent a hazard, or to lessen the risk that a hazard will occur.

B. A written HACCP plan is recommended for all recipes involving potentially hazardous food. The HACCP plan should be developed and written by an individual who has successfully completed training in the application of HACCP principles. SFAs operating a warehouse that accepts delivery for later distribution to individual schools or that is involved in interstate commerce should develop a HACCP plan for all hazardous food.

C. Although a written HACCP plan is recommended for all recipes involving potentially hazardous food, according to Federal Regulation 21 CFR, Part 123, it is mandatory that all food service programs with central warehouses develop and implement a HACCP plan for seafood or seafood products.

D. The seven steps to develop a HACCP plan are listed below.

1. Assessing Hazards

a. Identification of potentially hazardous foods: menus and recipes shall be reviewed, as hazardous food may be served alone or as an ingredient in a recipe.

b. Flow of food: the flow of food is the path food travels in the school or SFA (receiving, storing, preparing, cooking, holding, serving cooling, reheating).

c. Identification of hazards: what hazards can occur during the flow of food should be foreseen.

d. Estimation of risks: several factors can increase the chance of foodborne illnesses; therefore, the following should be studied: the type of customers being served, as children and the elderly are more susceptible to foodborne illnesses; the reputation of suppliers; the use of proper equipment for preparing and serving food; and the proper training of employees on food safety.

2. Identifying CCPs

a. CCPs necessary to keep each recipe safe should be identified. These points should be considered during receiving, cooking, holding, chilling and/or reheating.

3. Setting up procedures and standards for CCPs

a. The standards and procedures include times, temperatures, or other requirements that must be met to keep food safe. Each standard should be

i. measurable;

ii. based on facts from research data, vendors' advice, food regulations and/or experience;

iii. correct for the recipe when taking into consideration room temperature, number of employees, and amount to prepare; and

iv. specific

b. Standards to prevent contamination at other points in the recipe and the flow of food should be documented.

4. Monitoring CCPs

a. This process is a check to see whether the standards that were developed are being met.

5. Taking corrective action

a. When a standard is not being met for a CCP, corrective action should be taken immediately. Such corrective action may be continuing to heat a food item if the end cooking temperature has not been reached or discarding a food item.

6. Setting up a record-keeping system

a. Records should be easy and simple for employees to use. Such records may include blank forms for temperatures hung on equipment; keeping recipes near work areas so employees can use them quickly; or notebooks so employees can write the corrective action(s).

7. Verifying that the system is working

a. After the written system has been developed, the flow of food should be followed to confirm that the system is correct. The following processes included in the system should be verified:

i. procedures have been listed in order;

ii. all hazards have been identified and addressed;

iii. CCPs have been selected;

iv. standards have been established;

v. monitoring procedures and schedules have been selected;

vi. corrective actions have been developed;

vii. procedures and forms for recording information have been established;

viii. procedures to verify that monitoring is conducted properly have been established;

ix. any flaws or omissions in procedures have been noted;

x. monitoring equipment such as thermometers has been calibrated.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2196 (December 2001).

§1927. General Rules

A. The layout of the kitchen must not cause or allow food to be contaminated during preparation.

B. Good sanitation techniques to avoid pests shall be followed.

C. To avoid health and safety hazards, only authorized school food service personnel shall be allowed in the food preparation and serving areas.

D. All foods should be kept covered while in the refrigerator.

E. When food is sent to another location, the temperature of each food item must be taken and recorded before its leaving the central kitchen and upon its arrival at the satellite school. When transporting food to a satellite school, the food must be protected from contamination. The temperature shall remain less than 41° F for a cold item and greater than 140° F for a hot item.

F. The re-service of unopened milk is prohibited. Milk served to children or adults at breakfast, lunch, snack or as an extra sales item cannot be used again as part of another meal. Milk returned from a student cannot be used in cooking.

G. Handwashing facilities shall be available to school food service employees. Hands must be washed with warm water and liquid soap when reporting to work and after the following: handling raw food; touching their hair, face, or body; sneezing or coughing; smoking and chewing tobacco or gum; eating or drinking; cleaning; taking out the garbage; or touching anything that may contaminate their hands.

H. Plastic gloves are recommended; however, proper handwashing techniques must be followed when handling food. (See §2115.C) If gloves are used, they should be used for one task only and then discarded. Gloves must be treated as single use utensils.

I. Uniforms, aprons or smocks, hair restraints, hose or socks, and low-heeled enclosed shoes that provide adequate protection must be worn by all school food service employees.

J. Fingernail polish and artificial nails are prohibited.

K. Jewelry is restricted to plain wedding bands, stud earrings, and non-dangling watches.

L. Coats, shoes, purses, and other wearing apparel of adult and student school food service personnel should be stored in a closet or locker, not in the kitchen, storeroom, or dining area.

M. Employees with infected cuts or burns shall not prepare food or handle equipment that will come in contact with food. If these employees remain on duty, their infected areas must be properly covered.

N. Handwashing before mealtime shall be available to all students and adults at school. Paper towels and liquid soap are needed.

O. Tables shall be washed and sanitized before and after meal service.

P. An appropriate accurate thermometer shall be kept in the refrigerator and freezer at all times.

Q. All surfaces, including walls, should have washable surfaces.

R. Protected covering over lights is needed.

S. Waste receptacles need covers in the kitchen and in the bathrooms.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2196 (December 2001).

Chapter 21. Civil Rights—Handling Complaints

§2101. Responsibilities of the SFA

A. It is the responsibility of the SFA to assure that CNP benefits are made available and provided to all eligible individuals without discrimination. Federal (USDA) and state regulations outline the following responsibilities.

1. All forms of communication and printed program materials information must include the following:

a. the statement, "In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

b. the address indicating where a complaint may be filed:

USDA, Director, Office of Civil Rights
Room 326-W, Whitten Building
1400 Independence Avenue SW
Washington, DC 20250-9410

2. Parents or guardians of children, as well as local minority and grassroots organizations, must be informed of the availability of program benefits and services, the nondiscrimination policy, and all significant changes in existing requirements that pertain to program eligibility and benefits. This dissemination of the information may be accomplished through the news release, letters to parents, the income scale, and the application form.

3. The nondiscrimination poster, which must be displayed in a prominent place in each school, must be visible to all. (Refer to §2309.B)

4. Information about program requirements and the procedures for filing a complaint must be made available to the public and to participants, upon request, and in foreign languages as needed.

5. "In accordance with federal law and U.S. Department of Agriculture policy, this institution is

prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

6. The SFA must process the complaint immediately upon receipt and must also notify the state agency of the complaint.

7. The SFA may develop a complaint form, but the use of the form shall not be a prerequisite for the acceptance of the complaint. The prototype complaint form found in this chapter (§2109.A) may be used.

8. The SFA is required to maintain on file the actual number of students applying for free and reduced price meals, for three years after submission of the final claim for reimbursement for the fiscal year to which they pertain. If any audit findings have not been resolved, the records shall be maintained as long as required until the audit is closed.

B. Compliance with civil rights regulations, as well as with all other program regulations, will be verified during on-site administrative reviews, audits, or other federal or state monitoring visits.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2197 (December 2001), amended LR 29:2034 (October 2003).

§2103. Handling Complaints

A. Systems must accept and process any written or oral complaint, even anonymous complaints, alleging discrimination on the basis of race, color, national origin, sex, age, or disability immediately upon receipt.

1. School systems must notify the state agency of the complaint.

2. The school system may develop a complaint form, but the use of the form shall not be a prerequisite for the acceptance of a complaint.

B. Any person alleging discrimination on the basis of race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the alleged discriminatory action. If the complaint is made orally, in person, or by telephone, or if the complainant does not choose to make the complaint in writing, the person receiving the complaint shall document the elements of the complaint. Every effort should be made to have the complainant provide the following information:

1. the specific location and name of the entity delivering the program service or benefit;

2. the nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor;

3. the basis on which the complainant feels discrimination exists such as, race, color, national origin, age, sex, or disability;

4. the names, titles, and addresses of persons who may have knowledge of the discriminatory action(s);

5. the date(s) during which the alleged discriminatory action occurred or, if continuing, the duration of such actions;

6. the name, address, and the telephone number or other means of contacting the complainant. Anonymous complaints must be accepted.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2197 (December 2001).

§2105. Nondiscrimination and Confidentiality

A. There must not be any discrimination against students receiving free and reduced price meal benefits. The names of students must not be published, posted or announced in any manner or used for any purpose other than determining and verifying eligibility for free and reduced price meals.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2198 (December 2001).

§2107. Confidentiality and Disclosure of Eligibility Information

A. The names of students and their meal eligibility status for meal benefits shall be kept confidential; however, it is acceptable for authorized individuals to disclose information under the following guidelines.

1. The Healthy Meals for Healthy Americans Act of 1994, P.L. 103-448, amended Section 9(b)(C) of the National School Lunch Act (42 U.S.C. 1751 (b)(2)(C)) allows, without consent, limited disclosure of information about free and reduced price meal eligibility. Disclosure limitations apply to all the Child Nutrition Programs. The Statute specifies a fine of not more than \$1000 or imprisonment of not more than 1 year, or both, for unauthorized disclosure of free and reduced price meal eligibility information.

2. The USDA has authorized determining agencies (the state agency, school food authority, schools including private schools, charter schools, child care institutions or Summer Food Service Program sponsors) to disclose free and reduced meal eligibility information to the extent authorized in the statute. Disclosure of eligibility information about participants beyond that authorized by the statute is permitted only with consent. The entity receiving the information from the determining agency, termed the receiving entity, may use the information for only the purpose authorized and may not share the information further. Providing aggregate information that does not identify individuals continues to be permitted without consent.

3. Determining agencies may disclose, without consent, participants' names and eligibility status (whether they are eligible for free meals or reduced price meals) to

persons directly connected with the administration or enforcement of the following programs:

a. federal education programs, such as Title I and the National Assessment of Educational Progress;

b. state health or state education programs, provided the programs are administered by a state agency or a local education agency; Representatives of state or local agencies evaluating the results and compliance with student assessment programs would be covered only to the extent that the assessment program was established at the state, not local level;

c. federal, state, or local means-tested nutrition programs with eligibility standards comparable to the National School Lunch Program (i.e., food assistance programs to households with income at or below 185 percent of the federal poverty level, such as the Food Stamp Program or a state or local nutrition program); and

d. at the discretion of the local SFA, the eligibility status of prospective students enrolled in a Charter School approved by the SBESE may be disclosed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2198 (December 2001).

§2109. Waiver of Confidentiality

A. The USDA has ruled that a SFA may provide the eligibility status of students to another agency or program when a household waives its confidentiality. The SFA must ensure that each household's waiver

1. clearly informs the households of the waiver's purpose;

2. authorizes release of free and reduced price eligibility information;

3. identifies who will use the information; and

4. is signed by a parent or guardian; it is not the responsibility of the SFA to verify the authenticity of the signature, only to determine that a parent or guardian signs it.

B. The SFA is advised to develop written policies and guidelines before taking any action. Considerations should include the following:

1. the SFA's definitions of agency or program;

2. the agency's/program's method to protect against misuse of the information;

3. the name of the SFA employee who will administer the process and the documentation that will be maintained by the SFA;

4. whether or not the SFA should have a written agreement with the agency/program, and the terms and conditions of that agreement; and

5. information stating that the eligibility of Food Stamps based on Directly Certified student eligibility should not be provided to other agency's/programs.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2198 (December 2001).

§2111. Appendix

A. Sample: "...AND JUSTICE FOR ALL"

Appendix A. Sample "...AND JUSTICE FOR ALL"

...AND JUSTICE FOR ALL

In accordance with federal and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA; Director, Office of Civil Rights; Room 326-W, Whitten Building; 1400 Independence Avenue, SW; Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Secretary of Agriculture

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2199 (December 2001).

Chapter 23. Ethics

§2301. General

A. The School Food Authorities (SFAs) must adhere to the Louisiana Code of Governmental Ethics. If any portion of the chapter is in conflict with or does not address an issue covered by the Code of Governmental Ethics, the Code of Governmental Ethics will control. For additional information, please contact the Louisiana Board of Ethics; 8401 United Plaza Blvd., Suite 200; Baton Rouge, LA 70809-7017. Telephone: (225) 922-1400 or toll free 1-800-842-6630. Website: www.ethics.state.la.us.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2199 (December 2001).

§2303. Fraud Statement

A. "Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets or property provided under the National School Lunch Program and/or School Breakfast Program whether received directly or indirectly, shall if such funds, assets or property are of value of \$100 or more, be fined not more than \$10,000 or imprisoned not more than 5 years or both; or if such funds, assets or property are of value of less than \$100, be fined not more than \$1,000 or imprisoned not more than one year or both. Whoever receives, conceals or retains to his use or gain, funds, assets or property provided under the National School Lunch Program and School Breakfast Program, whether received directly or indirectly, knowing such funds, assets or

property have been embezzled, willfully misapplied, stolen or obtained by fraud, shall be subject to the same penalties. (7CFR245.12, Jan. 1, 1999) "

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2199 (December 2001).

§2305. Gifts

A. School Food Authorities shall adhere to the Louisiana Code of Governmental Ethics.

B. No employee shall solicit or accept, directly or indirectly, any thing of economic value as a gift, gratuity, or favor from any person who has or is seeking a contractual, business, or financial relationship with the SFA. There is no monetary restriction.

C. No employee shall solicit or accept, directly or indirectly, any thing of economic value as a gift from a person who is seeking for compensation to influence the passage or defeat of legislation by the SFA.

D. No employee shall receive anything of economic value, other than compensation and benefits from the SFA to which he is duly entitled, for the performance of the duties and responsibilities of his office or position.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2199 (December 2001).

§2307. Food Taken from Schools

A. Unauthorized removal of food is prohibited.

B. Food may be taken from the school for school-sponsored field trips.

C. Food may be purchased by school employees for lunch and/or breakfast and consumed on school board property.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2199 (December 2001).

§2309. Leftover Food

A. SFAs and school programs may receive inquiries from nonprofit agencies (and the general public) concerning the donation of extra foods prepared by the National School Lunch and Breakfast Programs. Schools may claim reimbursement for only one lunch and breakfast served per child per day, and schools are expected to plan and prepare sufficient amounts of food to achieve this goal. However, when the food actually prepared exceeds the amount needed for the reimbursable meal service, leftover foods may be donated to appropriate nonprofit institutions, such as soup kitchens or homeless shelters, provided that this practice is not prohibited by local laws or regulations and provided that all the following conditions are met.

1. Participation and menu records demonstrate that overproduction is not intentional.

2. The leftover foods could not be used in the food service program, and would otherwise be discarded.

3. State and local health codes/standards are followed; and

4. A written agreement on file between the SFA and the nonprofit organization includes, at a minimum, the following provisions: term of the agreement; duties of the school system; duties of the contractor; nondiscrimination statement; a statement that the contractor is not an officer, employee, or agent of the school system; liability; hold harmless and indemnification clause; and certification of liability insurance.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2199 (December 2001).

§2311. Purchasing

A. The school employee may not participate directly or indirectly in procurement when the employee is knowledgeable of the following information.

1. The employee or any member of the employee's immediate family has a financial interest in the purchase.

2. The employee or any member of the employee's immediate family has a financial interest in the business or organization that is the vendor.

3. Any other person, business or organization with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the purchase.

B. If a school district board member or other official has a financial interest in the purchase, that person shall abstain from discussion and decisions regarding the award of the bid. Also, the board member should disclose this financial interest by filing an affidavit with the school district.

C. Breaking up purchases with the intent of circumventing formal advertising procedures is contrary to federal procurement regulations. Any change in the SFA's normal purchasing practices which results in the aggregate amount purchased becoming less than \$10,000 must be documented for review and audit purposes.

D. Once a bid has been accepted, and a vendor offers an item at a lower price than the bid price, the SFA is not free to obtain bids or quotations from anyone other than the vendor who has received the contract unless:

1. an amount has been specified in the bid;
2. that amount will still be purchased from the bidder; and

3. the SFA wants to purchase an amount in addition to what was bid. Small purchase procedures or competitive sealed bids must be used in obtaining prices on additional merchandise. The SFA would also need to make a written

explanation of why it needs to purchase the additional merchandise must and file the explanation with the bid or quotation information.

E. When a vendor offers an item not presently used at a special price below market value, all purchases must be based on specifications that clearly describe the item to be purchased. If the SFA has tried a new product and would like to purchase it, a clear description of the item must be written; and, depending on the amount to purchase, small purchase procedures or competitive sealed bids must be used.

F. When a vendor offers incentives such as stamps, equipment, or other prizes, the prices paid for all purchases should be based solely on the bid or quotation offered by a responsible seller giving the lowest price meeting specifications. When incentives such as prizes, stamps, equipment are offered and accepted, the incentive must become the property of the school food service program and under no condition become the property of an individual. Special offers often mean higher prices, or lower quality, or both. Frequently, special prices are offered on old merchandise that the vendor wants to move. Promotional items or cash rebates received from vendors must be used for school food service purposes.

G. School food service employees cannot purchase items on bid for personal use.

H. Refer to Chapter 17. Procurement Guidance for further information.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2200 (December 2001).

§2313. Gratuities

A. School Food Authorities shall follow the Louisiana Code of Governmental Ethics as it relates to gratuities and gifts.

B. It is a breach of ethics for any person/firm to offer, give or agree to give any employee or former employee of a school district or for any employee or former employee of a school district to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore, pending before this government.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2200 (December 2001).

§2315. Kickbacks

A. The Louisiana Code for Governmental Ethics shall be followed by all School Food Authorities.

B. It is a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract of a school district or any person associated therewith, as an inducement for the award of a subcontract or order.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2200 (December 2001).

§2317. Warning Statement of Criminal Provisions and Penalties

A. The National School Lunch Act (42 U.S.C. 1761 (o)) §13(o) established the following statements.

1. "Whoever, in connection with any application, procurement, recordkeeping entry, claim for reimbursement, or other document or statement made in connection with the Program, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry, or whoever, in connection with the Program, knowingly makes an opportunity for any person to defraud the United States, or does or omits to do any act with intent to enable any person to defraud the United States, shall be fined not more than \$25,000 or imprisoned not more than five years, or both.

2. "Whoever being a partner, officer, director, or managing agency connected in any capacity with any partnership association, corporation, business or organization, either public or private, that receives benefits under the Program, knowingly or willfully embezzles, misapplies, steals, or obtains by fraud, false statement, or forgery any benefits provided by this Program, or any money, funds, assets, or property derived from benefits provided by this Program, shall be fined not more than \$25,000 or imprisoned for not more than five years, or \$1,000 or imprisonment for not more than one year, or both."

B. If two or more persons conspire or collude to accomplish any act described in CFR 210.26 and one or more of such persons do an act to effect the object of the conspiracy or collusion, each shall be fined not more than \$25,000 or imprisoned for not more than five years, or both.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2200 (December 2001).

Chapter 25. Summer Food Service Program

§2501. Purpose

A. The Summer Food Service Program (SFSP) was established to ensure that, during school vacation periods, children could continue to receive the same high quality meals that are provided during the school year under the National School Lunch and School Breakfast Programs. The program resulted from not only an increased awareness of the critical importance of proper nutrition to children, but also a belief that school vacations should not end the availability of nutritious meals for children. The SFSP operates primarily during the months of May to September, when schools in most areas are closed. It also provides meals during vacation breaks for schools operated on a continuous school calendar. The SFSP is available to all children without regard to race, color, national origin, sex, age, or disability.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2201 (December 2001).

§2503. Sponsor

A. Qualifications

1. Organizations that may sponsor the SFSP are limited to the following:

a. public and private nonprofit school food authorities (SFA), summer camps, migrant centers, and colleges and universities that participate in the National Youth Sports Program (NYSP);

b. private, nonprofit organizations that meet specific criteria defined in SFSP regulations; and

c. local, parish, municipal, tribal, or state governmental units.

B. Responsibilities

1. The sponsor will be responsible for managing the site staff; responsibilities will include the hiring, conditions of employment, and termination of personnel. Another responsibility of the sponsor is exercising management control over SFSP operations at sites during the period of program participation. Private nonprofit organizations must have direct operational control over each site under their sponsorship.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2201 (December 2001).

§2505. Feeding Sites

A. Governmental sponsors and private nonprofit sponsors may use school facilities for operating feeding sites. SFAs are not obligated to allow other SFSP sponsors to use equipment or schools.

B. Description of Feeding Sites

Your Site is:	If:	Based on:
Open	At least half the children in the area are eligible for free and reduced-price school meals.	Area eligibility data from the local school or census block group
Enrolled	At least half the children enrolled in the program are eligible for free and reduced-price school meals.	Income eligibility statements describing the family's size and income
Camp	It offers a regularly scheduled food service as part of a residential or day camp program.	An individual child's eligibility for free and reduced-price meals
Migrant	It serves primarily children of migrant workers.	Appropriate certification from a migrant organization
NYSP	It is a college or university participating in the NYSP.	A child's enrollment in NYSP

C. Open Feeding Sites

1. There are two primary methods that may be used to determine whether the area that will be served is eligible: use of school data or census tract data.

a. **School Data.** Generally, sponsors will find it most helpful to contact their local school offices directly in order to obtain the relevant, current-year free and reduced-price data to document the need of the area they wish to serve. In most cases, current-year school data provide the most accurate representation of an area's current economic circumstances.

b. **Census Tract Data.** Sponsors may also document the area eligibility of their proposed sites on the basis of census tract data. However, census data should be used only when relevant, current-year information on free and reduced price eligibility in neighborhood schools is unavailable.

c. Sponsors of open sites are reimbursed for program meals served to all attending children.

D. Enrolled Sites

1. Enrolled sites serve only identified groups of children on a daily basis. Sponsors must document an enrolled site's eligibility based on an eligibility form submitted by the parent or guardian of each child enrolled at each site. Enrolled sites provide meals only to children who are enrolled in an activity program.

2. Sponsors of enrolled sites are reimbursed for program meals served to all enrolled children in attendance.

E. Residential and Nonresidential Camps

1. Residential summer camps and nonresidential day camps that offer a regularly scheduled food service as part of an organized camping program for enrolled children may participate. In addition, nonresidential day camps must offer a continuous schedule of organized cultural or recreational programs for enrolled children; they can participate as sites only under eligible sponsoring organizations. Sponsors must collect eligibility forms and make individual determinations for all enrollees, since the sponsor is reimbursed for SFSP

meals served to only those children eligible for free or reduced price school meals.

2. Camp sponsors receive reimbursement for meals served only to campers who have been individually determined eligible for free or reduced price school meals. Three reimbursable meals per eligible individual may be claimed each day.

F. Migrant Sites

1. To confirm migrant status and to document a site's eligibility, sponsors must submit information obtained from a migrant organization that certifies that the site serves children of migrant workers. If the site also serves non-migrant children, the sponsor must certify that the site predominantly serves migrant children.

2. Sponsors of migrant sites are reimbursed for program meals served to all attending children. Three reimbursable meals may be claimed each day.

G. National Youth Sports Program Sites

1. NYSP sites may qualify for the program in one of two ways: by enrollment or by a child's area of residence. All children participating at a NYSP site may receive reimbursable meals if at least 50 percent of the children enrolled in the program reside in geographical areas where poor economic conditions exist, or if at least 50 percent are individually determined to meet income eligibility guidelines that were in effect on the preceding July 1.

2. Homeless feeding sites that serve primarily homeless children may participate regardless of their location.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2201 (December 2001).

§2507. Meal Requirements

A. Meals served must meet SFSP requirements and meal patterns. These requirements differ from those of the National School Lunch Program and School Breakfast Program.

B. A reimbursable lunch/supper includes the following:

1. one serving of milk;
2. two fruit/vegetable servings;
3. one enriched grain/bread serving; and
4. one meat/meat alternative serving.

C. A reimbursable breakfast includes the following:

1. one serving of milk;
2. one fruit/vegetable serving; and
3. one enriched grain/bread serving.

D. A reimbursable snack includes two of the following components with the exception that milk and juice cannot be served together:

1. one milk serving;

2. one fruit/vegetable serving;
3. one enriched grain/bread serving; and
4. one meat/meat alternative serving.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2202 (December 2001).

§2509. Age Limitations

A. Children age 18 and under may receive meals through SFSP. Special permission must be granted by the state agency to feed children below the age of one year. Persons over 18 years of age who are determined by the state to be mentally or physically handicapped, and who participate in a public or nonprofit private school program established for the mentally or physically disabled may also participate in the SFSP.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2202 (December 2001).

§2511. Hours of Operation

A. The sponsor must ensure the time restrictions described below.

1. There must be a three hour elapse between the beginning of one approved meal service (including snacks) and the beginning of another meal.

2. There must be a four hour elapse between lunch and supper when a migrant or day camp site serves lunch and supper, with no afternoon snack between the two meals.

3. Supper must begin before 7 p.m. (unless the administering agency grants a waiver) and, in all cases, must end by 8 p.m.

4. The serving period for lunch and supper should not exceed two hours.

5. The serving period for breakfast and snacks should not exceed one hour.

B. Residential camps are excluded from the above time restrictions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2202 (December 2001).

§2513. Bidding Procedures

A. A school or SFA may act as a Food Service Management Company for a SFSP sponsor; the school or SFA is exempt from registering with the state agency. Governmental sponsors or private nonprofit sponsors must use their own bidding procedures for food and supplies unless the SFA has a contract with the sponsor as a Food Service Management Company. SFAs acting as SFSP sponsors or as official Food Service Management Companies for another sponsor may indicate on the

specifications that the bidding may extend through the summer months while operating the SFSP.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2203 (December 2001).

§2515. Records

A. Records for the SFSP must be maintained separately from the National School Lunch Program and the School Breakfast Program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2203 (December 2001).

§2517. Extra Foods

A. Inventory that is leftover at the end of the school year may be donated to the SFSP. Additionally, inventory, that is leftover from the SFSP, may be donated to the school's Child Nutrition Program. Nonperishable items may be stored from year to year if there is adequate storage space.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2203 (December 2001).

§2519. Summer Food Service Program (SFSP) Appeals Procedures

A. The sponsor or food service management company has seven calendar days from the date on which the notice of action is received to request an appeal.

B. The appellant (sponsor or food service management company) may review all information upon which the action was based.

C. The appellant may refute the charges contained in the notice of action either in person or by filing written documentation with the appeals officer. To be considered, written documentation must be submitted by the appellant within seven days of submitting the appeal, must clearly identify the state agency action being appealed, and must include a photocopy of the notice of action issued by the state agency.

D. A hearing will be held by an appeals officer in addition to, or in lieu of, a review of written information submitted by the appellant only if the appellant so specifies in the letter appealing the action. The appellant may retain legal counsel or may be represented by another person. Failure of the appellant's representative to appear at a scheduled hearing shall constitute the appellant's waiver of the right to a personal appearance before the appeals officer, unless the appeals officer agrees to reschedule the hearing in accordance with §2519.F below. A representative of the state agency shall be allowed to attend the hearing to respond to the appellant's testimony and written information and to answer questions from the appeals officer.

E. If the appellant has requested a hearing, the appellant and the state agency shall be provided with at least 5 days advance written notice, sent by certified mail, return receipt requested, of the time and place of the hearing.

F. The hearing will be held within 14 days of the date of the receipt of the request for review, but, where applicable, not before the appellant's written documentation is received in accordance with §2519.C and D.

G. The appeals officer is independent of the original decision-making process.

H. The appeals officer will make a determination based on information provided by the state agency and the appellant, and on Program regulations.

I. Within five working days after the appellant's hearing, or within five working days after receipt of written documentation if no hearing is held, the appeals officer will make a determination based on a full review of the administrative record and inform the appellant of the determination of the review by certified mail, return receipt requested.

J. The state agency's action will remain in effect during the appeal process. However, participating sponsors and sites may continue to operate the Program during an appeal of termination, and if the appeal results in overturning the state agency's decision, reimbursement shall be paid for meals served during the appeal process. However, such continued Program operation shall not be allowed if the state agency's action is based on imminent dangers to the health or welfare of children. If the sponsor or site has been terminated for this reason, the state agency shall so specify in its notice of action.

K. The determination by the state appeals officer is the final administrative determination to be afforded to the appellant.

L. Appealable actions include: A denial of an application for participation; a denial of a sponsor's request for an advance payment; a denial of a sponsor's claim for reimbursement [except for late submission under 7 CFR 225.9(d)(5)]; a state agency's refusal to forward to the United States Department of Agriculture, Food and Nutrition Services (FNS) office an exception request by the sponsor for payment of a late claim or a request for an upward adjustment to a claim; a claim against a sponsor for remittance of a payment; the termination of the sponsor or a site; a denial of a sponsor's application for a site; a denial of a food service management company's application for registration; or the revocation of a food service management company's registration. Appeals shall not be allowed on decisions made by FNS with respect to late claims or upward adjustments under 7 CFR 225.9(d)(5). For more information refer to 7 CFR 225.13 Appeal procedures.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2203 (December 2001).

§2521. Information

A. For more information, refer to the USDA Summer Food Service Program for Children, 1999 Administrative Guidance for Sponsors or visit USDA's web site at www.usda.gov.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2203 (December 2001).

§2523. Audit Requirements for the Summer Food Service Program

A. Refer to §333 for specific audit requirements that also apply to approved, participating sponsoring institutions.

B. Reporting to the Louisiana Department of Education. If a participating sponsoring institution's federal expenditures are less than \$300,000 in a fiscal year, that sponsoring institution shall annually report this information to the Louisiana Department of Education, to ensure compliance with federal audit requirements.

1. Circular A-133 Subpart A §105 defines recipient or sub-recipient. The main criteria for determining if a sponsoring institution is a recipient or a sub-recipient of federal funds is compliance with federal program requirements as a criteria of receiving and expending the federal funds.

C. While a sponsoring institution that does not meet the annual federal expenditure threshold of \$300,000 is not required to have an audit of such funds, records must be available for review or audit by appropriate officials of any federal, state, or local government agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1737 (August 2002), amended LR 29:2034 (October 2003).

Chapter 27. Special Milk Program

§2701. Purpose

A. The Special Milk Program (SMP) is designed to encourage consumption of fluid milk by children in the United States who do not have access to the National School Lunch and Breakfast Programs. The program is administered by the Louisiana State Department of Education (LDOE) to eligible public and nonpublic schools and nonprofit child care institutions or agencies. Reimbursement funds are provided by the United States Department of Agriculture (USDA).

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2203 (December 2001).

§2703. Sponsors

A. Sponsorship of SMP is limited to school boards or governing bodies of nonpublic schools and nonprofit child care institutions. Sites that participate in the National School

Lunch and Breakfast Programs, that serve children who attend split-session kindergarten and other pre-primary school programs and who do not have access to the School Lunch and Breakfast Programs, may participate. Sponsors, by agreement, accept full responsibility for the operation of the program in compliance with regulations.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2204 (December 2001).

§2705. Agreement and Application

A. A written agreement setting forth conditions of participation shall be entered into between the state agency and the SFA. The application shall include the current SMP policy statement and other information required by the state agency. The Sponsor shall maintain on file a copy of the Free Milk Policy Agreement and Free Milk Guidance Material.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2204 (December 2001).

§2707. Conditions of Agreement

A. SFAs must ensure compliance with program regulations. In fulfilling its responsibilities, SFAs must agree

1. to participate in the SMP only if it does not participate in any other meal program authorized by the National School Lunch Act; the only exception would be for split-session kindergarten children and pre-primary children who do not have access to other meal programs;

2. to serve milk free of charge, at least once during each day of operation, to needy children and to make no discrimination against any needy child because of his inability to pay for the milk;

3. to comply with USDA regulations regarding nondiscrimination;

4. to claim reimbursement only for pasteurized fluid milk (unflavored or flavored whole milk, low-fat milk, skim milk, and cultured buttermilk), which meets state and local standards;

5. to submit claims for reimbursement in accordance with procedures established by the state agency;

6. to maintain full and accurate records of its milk program, including, but not limited to, the number of half pints of milk served free to needy children, and to retain the records for a period of three years after the fiscal year to which they pertain;

7. to make all records pertaining to its milk program available to state or federal agencies for review upon request; and

8. to provide adequate refrigerated storage or to make arrangements to serve the milk as soon as it is delivered.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2204 (December 2001).

Chapter 29. Child and Adult Care Food Program

§2901. Purpose

A. The Child and Adult Care Food Program (CACFP) is authorized under the National School Lunch Act (NSLA) and the Child Nutrition Act of 1966 and is administered by the Louisiana Department of Education, Division of Nutrition Assistance. The primary focus of the Program is to enable day care centers, outside-school-hour centers, at-risk after school sites and homeless programs to provide nutritious meals to the children and adults they serve, regardless of race, color, national origin, gender, age or disability. The CACFP serves children, infants through 18 yrs. old and disabled at any age, and the functionally or physically impaired adults, who participate in non-residential day care services, except for the homeless program. The state agency currently administers CACFP to approximately 310 Institutions in Louisiana.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2204 (December 2001).

§2903. Institutions

A. Criteria for Program participation/application approval:

1. financial viability, administrative capability and internal controls in place to ensure Program accountability;

2. Class A licensed facility or a current health/sanitation and fire inspection reports (At-risk Afterschool Snack and Homeless Programs ONLY);

3. a site pre-approval visit to determine whether the site(s) has the equipment and means to carry out the food service operations;

4. tax exempt status, as defined under the Internal Revenue Service Code of 1986 or receives compensation under Title XIX or XX of the Social Security Act and certifies that payments for participants constitute at least 25 percent of the enrolled eligible participants or licensed capacity, whichever is less, during the preceding month of the initial application.

B. Responsibilities

1. Comply with all regulations set forth in 7 CFR Part 226 of the Child and Adult Care Food Program regulations, and all other state and federal laws, regulations, policies, instructions and requirements established for this Program.

2. Accept final administrative and financial responsibility for the total CACFP operations.

3. Provide services to all eligible participants without regard to race, color, national origin, gender, age or disability.

4. Provide adequate supervisory and operational personnel for management and monitoring of the program.

5. Establish procedures to collect and maintain all required program records.

6. Provide access to all records and accounts for review and/or audit by authorized representatives of USDA, state or federal program managers or auditors during normal working hours to ascertain compliance and enforcement of Title VI.

C. State Agency Responsibilities

1. Comply with and meet all responsibilities and requirements set forth in 7 CFR Part 226 of the Child and Adult Care Food Program Regulations and all other state and federal laws, regulations, policies, instructions and requirements established for this program.

2. Provide technical and supervisory assistance to facilitate effective program operations, to monitor progress toward achieving program goals, and to ensure compliance with the nondiscrimination regulations.

3. Provide training to Institutions at least three times per year.

4. Monitor and review Institution for compliance.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2204 (December 2001).

§2905. Meal Requirements

A. All meals served to eligible participants must meet USDA component/meal pattern and portion-size requirements. Meal types may include two meals and a snack, two snacks and a meal, three meals, or snack only depending upon the Program. There are no separate charges for meals. Institutions must also use four-week cycle menus to provide a variety of foods with adequate sources of vitamins C and A, as required. To improve the nutritional health of children over one year of age, schools may serve additional foods: for instance, an egg, cheese or meat item added at breakfast. Substitutions may be made to required components, if individual participants are unable, because of medical or other special dietary needs, to consume such foods. Substitutions because of medical needs shall be made only when supported by a statement from a recognized medical authority, which includes recommended alternate foods.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2205 (December 2001).

§2907. Reimbursements

A. The claim for reimbursement should be submitted to the state agency by the tenth of the following month. Each institution participating in the Program shall claim only the meal types specified in its approved application in accordance with the meal pattern requirements specified in 7CFR Part 226. Reimbursements may not be claimed for

meals served to participants who are not enrolled, for meals served to participants at any one time in excess of the authorized capacity, or for any meal served at a Title XIX or XX center during a month when less than 25 percent of enrolled participants or licensed capacity, whichever is less, were Title XIX or XX beneficiaries. Using the current reimbursement rates, payments are made to institutions based upon the number of meals served daily to participants determined as eligible for free, reduced or above meals. The current reimbursement rates are effective from July 1, 2000 to June 2001.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2205 (December 2001).

§2909. Required Records

A. Documentation of non-profit food service to ensure that all program reimbursement funds are used solely for the conduct of the food service operation or to improve such food service operations, for the benefit of the enrolled participants must be maintained:

1. copies of all applications and supporting documents submitted to the state agency;

2. documentation of the enrollment of each participant, including information used to determine eligibility for free or reduced price meals;

3. daily records indicating the number of participants in attendance and the number of meals by type served to participants;

4. copies of all claims for reimbursement;

5. documentation of staff training, including date(s) and location(s); topics presented; and the names of participants;

6. receipts for all Program payments received from the state agency;

7. copies of menus, menu worksheets and any other food service records required by state agency; and

8. copies of invoices, receipts, or other records required to document administrative costs, operating costs and income to the Program.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2205 (December 2001).

§2911. Audit Requirements for the Child and Adult Care Food Program

A. Refer to §333 for specific audit requirements that also apply to approved, participating sponsoring institutions.

B. Reporting to the Louisiana Department of Education. If a participating sponsoring institution's federal expenditures are less than \$300,000 in a fiscal year, that sponsoring institution shall annually report this information

to the Louisiana Department of Education, to ensure compliance with federal audit requirements.

1. Circular A-133 Subpart A §105 defines recipient or sub-recipient. The main criteria for determining if a sponsoring institution is a recipient or a sub-recipient of federal funds is compliance with federal program requirements as a criteria of receiving and expending the federal funds.

C. While a sponsoring institution that does not meet the annual federal expenditure threshold of \$300,000 is not required to have an audit of such funds, records must be available for review or audit by appropriate officials of any federal, state, or local government agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1737 (August 2002), amended LR 29:2034 (October 2003).

Chapter 31. Disaster Feeding

§3101. Release of USDA Commodity Foods for Disaster Feeding: The Recipient Agency's Role in a Disaster

A. Disasters such as hurricanes, tornadoes, floods, and chemical spills may generate a need for congregate (mass) feeding. Any food donated by USDA to School Food Authorities (SFAs) can be used in disaster feeding. Other organizations having USDA commodities must cooperate fully and make these foods available to designated agencies involved in disaster feeding activities.

B. The American Red Cross is the primary disaster organization; but the USDA, directly and through SFAs, will provide foods to any recognized agency equipped to serve disaster victims. The Salvation Army, civic organizations, and others are able to provide food preparation for congregate service. USDA has no foods specifically designated for disaster feeding and must depend on foods in state warehouses and at the SFAs. Commodity foods are not always available in quantity to fill all needs, but they do provide a good supplement to those provided by the designated agency.

C. Prior to providing commodity foods to disaster organizations, SFAs are required to get prior approval from the Food Distribution Division. Upon contacting the Food Distribution Division, SFAs should give the following information to the extent possible:

1. a description of the major disaster or emergency situation;
2. the number of people requiring meals and the congregate meal service period;
3. the quantity and type of food needed for the congregate meal service;
4. the number and location of sites providing the congregate meal service.

D. It is necessary for the Food Distribution Division to report the above information to the USDA Southwest

Regional Office within 24 hours. Prompt reporting will help with replacement of commodities used.

E. Accurate records must be kept of all USDA commodities provided or used for disaster feeding. Signed receipts must be kept for all USDA commodities transferred to eligible disaster feeding organizations.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2205 (December 2001).

§3103. Statement of Understanding Between the American School Food Service Association and the American National Red Cross with Respect to Emergency Feeding in Disaster

A. The American School Food Service Association (ASFSA) and the American National Red Cross desire to cooperate in meeting human needs growing out of natural disasters. To effect coordination that will ensure maximum cooperation and utilization of the resources and efforts of both organizations, the associations have prepared this statement of understanding. Its purpose is to define the fields of responsibility in which the ASFSA and the American Red Cross will cooperate and to serve as a guide for membership of both organizations.

B. Experience shows that it is frequently necessary for the Red Cross to use school buildings for shelters and for mass feeding in a community emergency. The kitchen, cafeteria facilities, and experienced food service staff provide a resource of vital importance in such an emergency.

C. The Red Cross recognizes that school buildings are the property of local school districts and that permission for use of these buildings must be obtained from local school officials.

D. The ASFSA has membership engaged in the supervision and management of the nation's school food service programs. The Red Cross recognizes that this membership has special and expert knowledge of mass feeding that is valuable in disasters. Personnel are trained and experienced in quantity food production, and have knowledge of state and local sanitary regulations.

E. The ASFSA recognizes that one of the primary responsibilities of the American Red Cross, as a quasi-governmental agency, is the relief of human suffering resulting from natural disasters. This responsibility has been placed upon the American Red Cross Act of Congress (36 U.S. Code Section 1 and following), assigning as one of its duties:

1. "to continue and carry on a system of national and international relief in time of peace and apply the same in mitigating the sufferings caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry on measures for preventing the same."

2. This responsibility has also been recognized in Public Law 93-288, the Disaster Relief Act of 1974.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2206 (December 2001).

§3105. Types of Assistance

A. Subject to the approval of local school officials, the American National Red Cross prefers the following type of personnel and facilities for disaster feeding:

1. participation in Red Cross division and chapter predisaster planning for emergency feeding;
2. utilization, with Board of Education approval, of school food service facilities as central feeding stations or as central food preparation stations for fixed or mobile feeding;
3. utilization of food and supply, inventories on hand, including USDA commodities;
4. participation of regular school food service personnel for supervision of the use of school lunch facilities;
5. participation of school food service personnel in the preparation and service of food on premises other than the school cafeteria.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2206 (December 2001).

§3107. Responsibilities Assumed

A. The American Red Cross responsibilities will include the following activities:

1. assume financial responsibility for the cost of feeding persons in need as a result of disaster after appropriate clearance with an authorized Red Cross representative;
2. retain administrative control of all financial commitments made in connection with the utilization of school cafeteria facilities for Red Cross feeding;
3. provide additional food through the cooperation of USDA to augment other food supplies needed in the feeding program;
4. replace, upon request, foods provided by USDA as well as foods purchased by individual schools when such foods are utilized in authorized Red Cross disaster feeding programs;
5. provide identification for facilities being utilized with primary recognition of the School Lunch Program;
6. provide additional volunteers to assist school food service personnel throughout the disaster feeding operation as needed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2206 (December 2001).

§3109. Disaster Relief Feeding Plan

A. The state recommends that a Disaster Relief Feeding Plan be developed and written by the CNP director along with other local Emergency Preparedness Organizations.

B. The disaster plan should be distributed to all schools and should include the following information:

1. names and emergency telephone numbers of suppliers, school officials, local government agencies, law enforcement, etc.;
2. organizational line chart indicating names and telephone numbers of emergency relief officials;
3. names and telephone numbers of contact people from the Red Cross, Salvation Army, or other agencies that will assist in managing shelters;
4. a list of buildings to be used as shelters with their addresses, telephone numbers; the order in which shelters will be opened; the names/positions/telephone numbers of managing personnel; layout of the school indicating which areas may be used to place evacuees; electrical, water and gas shut-off; and emergency telephone procedures, keys, etc.;
5. emergency shut down procedures for SFS;
6. emergency procedures to secure school food service vehicles check as well as to locate refrigerated vendor trucks for a possible storage, if needed;
7. staffing assignment for schools to be used to prepare meals- include a morning and afternoon team;
8. identification cards for school food service staff who will work at shelters so they will have access to shelters, SFS office, and any restricted areas;
9. procedures the transportation department will implement to ensure delivery of food, supplies, and personnel to the shelters;
10. training program for personnel managing the shelters;
11. procedures for safeguarding food, supplies, and equipment against theft or misuse;
12. instructions for using USDA commodities;
13. a set of small equipment and supplies needed for shelters and SFS office;
14. procedures for delivery of food to shelters (include food handling, temperature control);
15. preplanned menus using USDA commodities and convenience foods normally in stock;
16. procedures for recording food, supplies and labor used at shelters and SFS office;
17. a map of evacuation routes;
18. emergency communications system (cell phones, radios, etc.);
19. procedures for cleaning school and disposing of spoiled items, etc. after disaster is over;

20. procedures for billing agencies for food and labor costs after the disaster is over.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2206 (December 2001).

§3111. Emergency Shut Down Procedures

A. The SFA and local cafeteria staff should, prior to closing for impending disaster.

1. develop menu substitutions with the central office to utilize as many frozen leftovers as possible;

2. instruct managers not to thaw any foods for the remainder of the week's menu;

3. use as much fresh produce as possible;

4. secure garbage cans, brooms, mops and other items that may be stored outside of the building;

5. move small equipment, cooking utensils, supplies, paper products, food items, etc., stored on lower shelves as high as possible in schools where rising water could be a problem;

6. print a copy of an up-to-date small and large inventory if on computer; store the printed inventory in a safe place;

7. print a copy of the students' lunch ID numbers and students' account balances, if on computer and store the copy in safe place;

8. disconnect and secure all computers and other office equipment; store computers/printers on highest possible shelf; cover with plastic;

9. store diskettes in a safe place such as principal's office, top shelf in storeroom, manager's home or child nutrition office;

10. mail school and central office back-up diskettes to software company (if they are not in the hurricane area);

11. create a list and order the food, supplies, and other items needed;

12. conduct training on shelter policies and procedures to all employees interested in working at the shelter;

13. inspect prospective shelter site making sure everything is secure; food, milk, paper plates, disposable flatware and other paper products should be in stock;

14. secure a generator for refrigerated centralized warehouse, if necessary;

15. request all employees to listen to news media for details about school closures.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2207 (December 2001).

§3113. Procedures to Follow during Operation of Shelter

A. In the event of an emergency, the designated disaster organization operating in the parish must contact the SFA if assistance is needed. The designated disaster organization and the SFA should determine which school locations would be open to provide relief. The size of kitchen and cafeteria, amount of inventory on hand, size and condition of equipment, and available staff should be considered in determining locations.

B. After a school site has been selected, the following guidelines for the SFA are suggested.

1. Keep accurate records concerning the labor hours of employees, including breaks.

2. Plan meals consisting of a meat component, fruit and vegetable components, a bread component and a milk component if possible. However, if a meal that does not have all the components is served, the disaster organization shall reimburse or replace the food that was used.

3. Revise the menu to use up any perishable items.

4. Incorporate larger portions for adults.

5. Keep current day's menu and serving times posted outside the cafeteria entrance.

6. Lock storerooms, refrigerators, and freezers at all times to prevent theft.

7. Issue food and supplies one to two times per day.

8. Record all borrowed foods from other schools and complete transfer slips as time permits.

9. Keep accurate records of all counts, food and supply issues, etc. The Cost of Food Used Form could be used to document this information. The amount of food prepared and the number of individuals served per meal must be kept for reimbursement or food replacement from the disaster organization.

10. Satelliting food to a location increases the number served to 100 percent; if serving meals in the cafeteria, expect approximately 60 percent participation.

11. Request additional food items if the disaster extends over a long of period time. Contact the Louisiana Food Distribution Division at (225) 922-1255 if additional USDA commodity items are needed. Contact neighboring parishes or vendors that already have bid awards for purchased items.

12. Prepare coffee for 15 to 20 hours per day.

13. Bag and freeze ice in pint bags for people who require refrigerated medication.

14. Keep sinks full of clean water between use in case the water service is disrupted. Fill the washing machine and sanitized trash cans with water

15. Place a microwave in the cafeteria for the convenience of those housed there.

16. Use paper towels or disposable wipes, not dishtowels.

17. Use disposable utensils to prevent permanent silverware theft.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2207 (December 2001).

§3115. Procedures to Follow after the Shelter Closes

A. Complete and submit the commodity forms to Food Distribution Division within 24 hours after site closure.

B. Complete the required reimbursement forms. Each organization has different forms; the forms may have changed from the previous year.

C. Calculate reimbursement monies for food, supplies, and labor used during the disaster.

D. Follow-up on all reimbursements.

E. When school resumes following a disaster, the LDOE may temporarily allow schools to serve, for reimbursement, lunches that do not meet the meal component/meal option requirements. Prior approval from the LDOE is required. Contact the Division of Nutrition Assistance, School Food Service Programs, Baton Rouge office at (225) 342-3720.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2208 (December 2001), amended LR 29:2034 (October 2003).

§3117. Louisiana Office of Emergency Preparedness

A. The Louisiana Office of Emergency Preparedness is a state disaster organization that can be reached at 1-800-256-7036 or (225) 342-5470.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2208 (December 2001).

§3119. Food Salvage at School Sites

A. Contact the local public health department for any questionable items.

B. In case of floods, destroy all foods that may have come into direct contact with flood-waters. Unless exposed to floodwaters (through seepage into freezer), solid frozen foods are usually safe. Intact (not dented or bulging) canned foods can be salvaged by removing labels and scrubbing the surfaces with hot soapy water. Rinse cans with clean water and soak in chlorine solution for 90 seconds. Mark the can with its content name and expiration date.

C. In case of fire, all canned, refrigerated and frozen foods should be discarded depending on the severity of the fire, the affect of smoke, and toxic chemicals used to fight the fires. Smoke, toxic fumes, and intense heat can penetrate almost any packaging and can create off-odors in stored foods. Any foods directly exposed to these toxic chemicals should be disposed of and the cookware decontaminated.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2208 (December 2001), amended LR 29:2035 (October 2003).

§3121. Power Outages

A. Refer to Chapter 19.Sanitation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:191-199.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2208 (December 2001), amended LR 29:2035 (October 2003).

Chapter 33. Financial Management and Accounting for Child and Adult Care Food Program Family Day Care Homes (FDCH)

§3301. Purpose

A. Child Care Registration for Participants in the Child and Adult Care Food Program. In compliance with R.S. 46:1441.4.B, the following rules and regulations are hereby established to carry out the provisions of this Chapter for those family child day care homes and group child day care homes which participate in the federal Child and Adult Care Food Program.

1. Definitions. As established by R.S. 1441.1 and as used in these rules and regulations, the following definitions shall apply unless the context clearly states otherwise.

Child—a person who has not reached the age of 13 years. The words *child* and *children* are used interchangeably in this Chapter.

Child and Adult Care Food Program—the federal nutrition reimbursement program as funded by the federal Department of Agriculture through the Department of Education.

Department—the Department of Health and Hospitals or the Department of Social Services or the Department of Education in accordance with 7 CFR Part 226, as indicated by the context.

Family Child Day Care Home—any place, facility, or home operated by any institution, society, agency, corporation, person or persons, or any other group for the primary purpose of providing care, supervision, and/or guidance of six or fewer children.

Group Child Day Care Home—any place, facility, or home operated by any institution, society, agency, corporation, person or persons, or any other group for the primary purpose of providing care, supervision, and/or guidance of seven but not more than 12 children.

Sponsoring Agency—any private, public, for profit or nonprofit corporation, society, agency, or any other group approved by or contracted with the Department of Education to coordinate family child day care homes and group child day care homes participating in the federal Child and Adult Care Food Program.

2. All Group Child Day Care Homes which participate in the Child and Adult Care Food Program (CACFP) shall be licensed through the Department of Social Services in accordance with the provisions of R.S. 46:1401-1424.

3. All Family Child Day Care Homes which participate in the Child and Adult Care Food Program (CACFP) shall be registered through the Department of Education according to the following criteria:

a. the facility shall be the private residence of the child care provider;

b. the provider shall enter into the required program agreement with a Department of Education-approved CACFP sponsor;

c. the provider shall attend a minimum of one sponsor-conducted training session per year;

d. no more than six children shall be in attendance at the facility;

e. the facility shall be inspected and approved in accordance with R.S. 46:1441. Inspection criteria shall be as follows:

i. matches, lighters and other sources of ignition shall be kept out of reach of children;

ii. portable electric heaters shall be of an approved type, shall be equipped with a tilt switch and shall be located away from combustibles;

iii. at least one smoke detector shall be properly installed, located and maintained;

iv. protective receptacle covers shall be installed in all areas occupied by children under five years of age;

v. every room used for sleeping, living, or dining purposes shall have at least two means of escape, at least one which is a door or stairway providing a means of unobstructed travel to the outside of the building. If the home has burglar bars, the burglar bars shall have either release latches or keys in the locks during all hours of child care. If the home has doors with dead bolt locks, the dead bolt locks shall have keys inserted in the locks during all hours of child care. If the home has jalousie windows which do not meet size requirements, the rooms shall not be used for sleeping during any hours of child care;

vi. stairways shall be maintained free of storage items;

vii. every closet door shall be designed to permit the opening of the locked door from inside the closet;

viii. every bathroom door lock must be designed to permit the opening of the locked door from the outside in an emergency. The opening device must be readily accessible;

ix. a properly charged portable fire extinguisher (minimum 2A) must be readily accessible;

x. the hot water heater shall be properly installed;

xi. the facility shall have adequate lighting and ventilation;

xii. unvented fuel-fired room heaters shall be used only in rooms in which a window is raised;

xiii. flammable liquids shall be properly stored;

xiv. combustibles shall be stored away from heating units or water heaters;

xv. wiring, fixtures and appliances in the facility shall be safe;

xvi. the facility shall have an adequate water supply and a working sewerage system;

xvii. the facility shall be clean and free of insect and rodent infestation;

xviii. garbage shall be disposed of properly; and

xix. the temperature of the refrigerator shall be maintained at or below 45°F. (A thermometer shall be left in the refrigerator for at least 10 minutes to achieve an accurate reading); and

f. The facility inspection as referenced in §3301.A.3.e above shall be conducted annually. However, facilities which are complying with applicable procedures to renew registration may participate in the CACFP during the renewal process unless the Department of Education has information which indicates that renewal will be denied.

B. Federal Child and Adult Care Food Program (CACFP) funds are provided to assist state agencies through grants and other means to initiate, maintain, and expand nonprofit food service programs for children or adult participants in nonresidential institutions that provide care. The CACFP home-based program is called the Family Day Care Home (FDCH) Program.

C. This Chapter summarizes the most frequently referenced elements of the federal regulations that govern the FDCH program financial management, and stipulates the state agency's financial management policies. This Chapter exists to assure that costs charged to nonprofit food service provided principally to enrolled participants; and where applicable, to assure that costs claimed for reimbursement under the CACFP are allowable, necessary, and reasonable for effective and efficient operation of the program; and to assist institutions in developing the accounting information needed to comply with the requirements of the CACFP.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2208 (December 2001), amended LR 30:2461 (November 2004).

§3303. Authority

A. The CACFP is authorized by Section 17 of the National School Lunch Act, as amended. The Catalog of Federal Domestic Assistance Number for the CACFP is 10.558.

B. This chapter is not all-inclusive. Approved sponsors are required to comply with the following.

1. Administrative Requirements

a. United States Department of Agriculture (USDA) Code of Federal Regulations (CFR), Title 7, Part 226 Child and Adult Care Food Program (7 CFR Part 226);

b. Office of Management and Budget (OMB) Circular A-110 (10/8/99 Revision) Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations;

c. USDA 7 CFR Part 3015 (after 8/14/00 Revision of Parts 3016 and 3019) – Uniform Federal Assistance Regulations;

d. USDA 7 CFR Part 3016 (8/14/00 Revision)—Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;

e. USDA 7 CFR Part 3019 (8/14/00 Revision)—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations;

f. OMB Circular A-87 (8/29/97 Revision), Cost Principles for State and Local Governments;

g. 48 CFR Part 31 Contract Cost Principles and Procedures;

h. OMB Circular A-122 (6/1/98 Revision), Cost Principles for Nonprofit Organizations;

i. 34 CFR Part 85, Government-Wide Debarment and Suspension (Nonprocurement) and Executive Order 12549: Federally funded agencies shall not award assistance to applicants that are debarred or suspended, or otherwise excluded from or ineligible for participation in federal assistance programs;

j. USDA 7 CFR Part 3017 – USDA regulations implementing Government-wide Debarment and Suspension (Nonprocurement);

k. 34 CFR Part 82, "New Restrictions on Lobbying", (United States Code, Title 31, Section 1352);

l. USDA 7 CFR Part 3018, USDA regulations implementing New Restrictions on Lobbying;

m. USDA Financial Management Instructions 796-2, Rev. 2 (6/28/94Revision) – Financial Management – Child and Adult Care Food Programs;

n. Federal Administrative Regulations 31.205-46;

o. Louisiana State Travel Regulations;

p. Louisiana Family Day Care Home Memorandum Series;

q. Terms of the application/agreement with the state agency;

2. Audit requirements

a. Office of Management and Budget (OMB) Circular A-133 (6/24/97 Revision) Audits of States, Local Governments, and Non-Profit Organizations;

b. USDA 7 CFR Part 3052 (1/1/00 Revision) - Audits of States, Local Governments, and Non-Profit

Organizations—USDA regulations implementing Circular A-133;

c. Louisiana Revised Statutes 24:513—State Audit Requirements.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2208 (December 2001).

§3305. Sponsor Eligibility

A. Institutions that have received approval from the Louisiana Department of Education, Division of Nutrition Assistance, hereinafter referred to as "state agency," to participate in the FDCH are hereinafter referred to as "sponsors." Eligibility requirements are as follows:

1. Institutions must be a public entity, a non-profit corporation, or have tax-exempt status under the Internal Revenue Code of 1986.

2. Institutions must not have been disqualified from participation in any other publicly-funded program for violating that program's requirements.

3. Institutions must be administratively capable of operating the FDCH Program.

4. Institutions must be financially viable.

a. Examples of criteria that will be used by the state agency to determine financial viability are:

i. whether an institution has adequate resources to support program functions. Institutions must submit documentation of an alternate source of institutional revenue to demonstrate financial viability.

ii. the institution must demonstrate the ability to pay the total budgeted salary(ies), benefits and travel as requested in the requested FDCH administrative budget.

5. Institutions must have internal controls in effect to ensure program accountability.

B. Sponsor Participation Approval. Approval for new sponsoring institutions or for expansion of existing sponsoring institutions will be granted only in targeted service areas of the state where children are not being served or where they do not have access to program benefits.

1. Potential Sponsors. For potential sponsors, applications for participation in the FDCH Program must include documentation that no currently approved sponsor is providing access to the FDCH Program in the requested service area.

2. Expansion of Service Area. In order for a state-approved sponsor to request expansion into an additional service area, the sponsor must submit documentation that no state-approved sponsor is providing access to the FDCH Program in the requested service area.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2209 (December 2001).

§3307. Management Plan and Administrative Budget Approval

A. Management Plan. The state must approve the management plan, which is submitted by the institution in the form of the FDCH Application/Agreement. Such a plan shall include detailed information on the institution's administrative structure; the staff assigned to program management and monitoring; the administrative budget; and the procedures which will be used to administer the program in, and disburse payments to, the homes where the child care is provided. These homes are hereinafter called "providers." A provider operates under the jurisdiction of a sponsoring institution called a "sponsor." Each sponsor shall be required to incorporate the budget into its management plan.

1. Each of the current members of the sponsor's Board of Directors must sign a certification statement acknowledging their membership and their understanding of their specific duties, responsibilities, and liabilities as a member of the governing board. This certification statement is an integral part of the annual application/agreement.

2. The majority of the sponsor's Board of Directors may not be composed of institution employees, providers, and/or family members of employees/providers.

3. The President of the Board of Directors may not be a sponsor employee or a provider, and should not be a family member of a sponsor employee or provider.

B. Budget. The state agency must approve the sponsor's administrative budget and limit allowable administrative costs claimed by each sponsor to the administrative costs approved in its annual budget.

1. Maximum. The administrative budget shall be based on no more than the maximum number of eligible homes plus 10 percent, times the administrative rate at the time of submission of the application/agreement to the state agency.

2. Variance of Line Item Amounts. Sponsors may increase any budget line item by as much as 10 percent above the approved amount without state agency approval of the increase. The 10 percent variance does not apply to the total budget amount. The total annual budget may not be increased in any amount without state agency approval.

3. Budget Amendments. Budget amendments will be approved as early as the first of the month in which all complete and correct information is received by the state agency. Budget amendments cannot be approved retroactively to a previous month.

a. Approved budgeted amounts must be calculated for the number of months an amendment was effective.

4. Personnel. The personnel page of the budget (Form DCH-102) is under the same restrictions as a line item of the total budget. An individual's salary may increase by no more than 10 percent. A new position may not be added without state agency approval. Although personnel changes within an approved position may be made without state agency approval, the name of the new staff member must be on file at the state agency to update the sponsor's application/agreement and to authorize the person as an

FDCH employee. All personnel changes within an approved position must be reported to the state agency within the month in which they occur.

a. The salaries of all sponsor employees must be in line with the average salaries for comparable positions in other nonprofit agencies or government entities in the service area.

5. Travel. Travel costs must be included in the sponsor's budget in an amount that may be reasonably needed to provide monitoring and training of providers.

6. Reasonable Budget. The state agency shall retain the authority to determine the limits of a reasonable budget, depending upon the size of the sponsor's FDCH program, employee duties and the economic conditions of the locale. Adjustments, revisions or justification shall be on file with the state agency before approval of the budget.

7. Provider Cap. An initial cap shall be placed on the number of providers to be approved for new sponsoring institutions.

8. Administrative Cap. For sponsors already participating in the FDCH Program, the state agency shall place a cap on the number of providers if the sponsor's staffing pattern and management plan do not reflect sufficient administrative capability to administer more homes. Additional providers shall be approved commensurate with the sponsor's capabilities.

C. Deferred Compensation Plan Approval. In order to pay less than the budgeted salary for any FDCH sponsor employee as approved by the state agency in the sponsor's current application/agreement, the sponsor must submit a written deferred compensation plan to the state agency and receive written state agency approval.

1. The following items shall be included in the requested deferred compensation plan:

- a. purpose of the deferral;
- b. procedures to accrue the salary and/or fringe benefits;
- c. beginning and ending dates;
- d. date payment(s) are to be made;
- e. names of affected employees;
- f. maximum amount to be deferred per individual;
- g. tax liability acknowledgement for the individual and the sponsor;
- h. a compliance assurance statement; and
- i. written employee agreement.

2. If a deferred compensation plan is approved, the funds for each salary and/or benefits being deferred must be deposited, at the time of deferral, into a restricted account and can be used only to liquidate the deferred compensation for the specific employee whose compensation or benefits were deferred.

3. If compensation is not given by the sponsor for program labor, the labor is a donation and cannot be charged to the FDCH program.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education LR 27:2209 (December 2001), amended LR 28:1738 (August 2002).

§3309. Sponsor Administrative Operations

A. Management Responsibilities. Sponsoring institutions must accept final administrative and financial responsibility for FDCH Program operations. Management and administrative duties and responsibilities of a sponsor shall not be contracted out. Management responsibilities must be performed by paid employees of the sponsoring institution.

1. Monitoring

a. Monitoring duties shall not be contracted out, under any circumstances.

b. Volunteer staff may not monitor providers.

c. All providers must be successfully monitored at least three times each calendar year. A successful monitoring visit occurs when meal services by the provider to enrolled non-resident children are observed.

d. Monitoring must be conducted within 15 minutes before or after scheduled meal service.

e. All meal types claimed by a provider must be successfully monitored by the sponsor within each calendar year.

f. The state agency may require sponsors to conduct additional provider monitoring if a sponsor is determined to be deficient in its management operations.

2. Salary may not be accrued unless the sponsor has a deferred compensation plan approved by the state agency.

B. Records and Reports. Sponsors of all Child Nutrition Programs under the administration of the Division of Nutrition Assistance shall submit to the state agency any and all records and reports as required. Such records and reports shall be submitted within the timelines and in the manner specified by the state agency.

1. Sponsors shall maintain on file all cancelled checks made on any program account.

C. Accounting. The following state agency financial management policies must be adhered to:

1. Allocation of costs. Shared (joint) costs of a sponsor's operation that cannot be specifically identified as FDCH administrative costs or costs that benefit both allowable and unallowable FDCH activities shall be prorated on a consistent and rational basis, as described in a cost allocation plan.

a. The cost allocation plan shall be submitted with the application/agreement, if applicable, to the state agency for approval.

b. All programs operated by the sponsor, regardless of the fund source, that share any costs with the FDCH

Program shall be included in the sponsor's cost allocation plan. Shared costs must be allocated so that only the portion of the costs related to allowable FDCH Program activities are included in the sponsor's administrative budget and charged to FDCH funds.

c. All costs included in the cost allocation plan shall be supported by formal accounting records, which will substantiate the propriety of charges. It is the sponsor's responsibility to include all affected programs in the cost allocation plan and to maintain detailed documentation that supports the development and implementation of the plan.

2. Accrual of Administrative Expenses. Sponsors must not retain administrative funds in the FDCH bank account from month to month except to cover legitimate, unbilled accruals such as audit costs under engagement, or unpaid accruals such as payroll taxes. It is not appropriate to accrue expenses such as salary or travel when FDCH administrative funds are available to make those payments.

a. All accrued expenses must be properly documented in formal accounting records and must be available at the sponsor's office for review and audit purposes. All accruals shall be supported by a written agreement to secure goods or services for a specified time period and amount. The accounting entries recording accruals, accrued expenses reported on claims for reimbursement, receipt of reimbursement for accruals and disposition of accruals must be reconciled monthly. If revenue is received from the Louisiana Department of Education for accrued expenses in the current FDCH Program fiscal year, the expense for the same period shall not be included on a claim for reimbursement in a subsequent program year.

i. Proper documentation for accrual of audit costs is:

(a). a signed engagement letter from a certified public accountant addressed to the sponsor that states the period to be audited, the type of audit to be performed, the cost of the audit, and the date the audit report will be completed.

(b). a written schedule listing the amount and the date of each accrual recorded; the accrual amount must be traceable to the amount of actual expenses reported on the monthly claim for reimbursement; and

(c). the original invoice and documentation of payment, such as the cancelled check, must be on file.

ii. Proper documentation for accrual of payroll taxes is:

(a). time and attendance sheets indicating dates and times worked by FDCH employees for all payroll periods;

(b). cancelled checks proving payment of salary to each FDCH employee for the payroll period;

(c). a worksheet detailing, by FDCH employee, the gross salaries that were earned for each payroll period in the month, the amount of federal and state tax; Medicare and Social Security withheld from each employee for that month,

and the total withheld for the month, which is the sponsor's liability for monthly tax payments. This total must be traceable to the amount of accrual recorded and to the amount of actual expenses reported on the monthly claim for reimbursement. An additional column on the worksheet should provide the date of salary payment to each FDCH employee, the check number and the amount paid to the employee;

(d). documentation showing actual payment and payment date to the tax authorities for the period accrued.

b. All documented accrued expenses, for which FDCH funds have not been received and for which no payment has been made, must be recorded as receivables and payables on the sponsor's formal accounting records on September 30 of that program year. An accrued liability, for which final disposition has not been made in the sponsor's formal accounting records as of September 30 of the current program fiscal year, shall not be reported as an expense on a claim for reimbursement in a subsequent fiscal year. Final disposition of prior year accrued liabilities must be recorded in the sponsor's formal accounting records.

3. Unearned Administrative Funds. All unearned administrative funds remaining at the close of the program fiscal year must be returned to the state agency.

a. Sponsors shall report only allowable paid administrative expenses and legitimate accruals on the monthly claim for reimbursement.

4. Interest on Advanced Payments. Sponsors may retain all interest earned on FDCH funds as long as the interest is used to support the FDCH Program and to meet all other criteria for allowable program costs.

5. Leases and Contracts. The state agency must approve all leases and contracts, real or implied, between the sponsor and second parties prior to enactment and all purchases of \$500 or more. Three detailed quotes for purchases of \$500 or more must be obtained by the sponsor and kept on file in the sponsor's office.

a. No sponsor can contract with sponsor employees, board members, or their family members using FDCH administrative funds.

6. Disposition of Property Purchased with FDCH Funds Upon Termination of Participation. All FDCH sponsors must comply with state and federal property management requirements when the acquisition cost has been charged, in whole or in part, to the FDCH Program.

D. Sponsor Staff

1. Work Hours and Days. A sponsor employee may be paid a maximum of eight hours per day on weekdays between the hours of 6 a.m. and 8 p.m. with FDCH funds. FDCH funds may not be used to pay employees for work on Saturdays, Sundays or official state agency or sponsor holidays. All employee's salaries must be based on time sheets filled out daily by the employee. The time sheet must indicate both the time the employee arrives at work and leaves work each day.

2. Restrictions on Outside Employment. Sponsors must have written policies restricting other employment of employees which interferes with their FDCH Program responsibilities and duties. Those policies must include the following policies below.

a. The sponsor administrator (e.g., Executive Director, Director, etc.) must be a full-time employee of the sponsoring institution and may not be employed by an outside entity during the sponsor's hours of operation.

b. If any employee is employed in another job in addition to the one with the sponsoring institution, the total amount of hours worked in both jobs may not exceed 12 hours per day.

3. Salaries. Salaries for all sponsoring institution employees must be in line with the average salaries for comparable positions in other nonprofit agencies in the service area.

4. Providers Not Active in Sponsor Operations. Individuals shall not be actively engaged in the day-to-day operations of any sponsor, either full or part-time, and participate in the FDCH Program as a provider. Board members are not affected by this policy, since they are not involved in the day-to-day operations of the sponsor.

5. Employment of Minors. The following requirements are mandatory for sponsors who employ minors.

a. In order to be paid with FDCH funds, the minor must be at least 16 years old.

b. The sponsor must keep on file a work permit or employment certificate for each minor employed.

c. If a minor is employed by the sponsor, Louisiana's Child Labor Law (R.S. 23:151 et seq.) and all other Louisiana Department of Labor rules and regulations pertaining to the employment of minors must be followed.

E. Sponsor Offices. State agency policies for offices located in or on the same property as private residences are as follows:

1. Physical Attributes. There must be a separate, direct entrance to the sponsor's business office.

a. If the office is located inside a private residence, the office must have a door or wall that separates the sponsor's office from the rest of the residence.

b. In order to assure compliance with Civil Rights requirements, the sponsor must post on display a permanent sign that is visible from the street outside of the residence where the office is located. The sign shall give the name of the sponsor, and that name must be able to be read from the street.

c. There must be a telephone line, separate from the residence telephone, which is listed in the name of the sponsor.

d. The office must contain a secured permanent file cabinet(s) in which FDCH Program and provider records are maintained.

2. Office Hours and Staffing. The sponsor's office shall be open during all hours and days of sponsor operation as listed in the approved sponsor application/agreement. At a minimum, the office shall be open Monday through Friday from 8 a.m. to 4 p.m. Those individuals listed in the approved sponsor application/agreement shall staff the sponsor office at all times during hours of operation.

a. Exceptions. Exceptions to the office hours and staffing policy may be approved by the state agency on a case-by-case basis. General exceptions to the policy are granted under the following conditions:

3. Program Related Office Closure. Sponsor offices may be closed to conduct FDCH Program related activities such as attendance at state-approved conferences or meetings and provider monitoring and training if the following conditions are met:

a. Except in cases of state-sponsored conferences or meetings, the state agency must be notified in advance. Sponsors may notify the state agency either by telephone or in writing. Contact information will be amended as needed and will be communicated by memorandum.

b. A telephone answering machine or some other means by which the sponsor may be contacted shall be used for incoming messages.

4. Staff Absences. Sponsor offices may be staffed by individuals not listed in the approved application/agreement for vacation or personal reasons if the following conditions are met:

a. An adult volunteer or substitute employee must remain in the sponsor's office during the approved hours and days of operation.

b. Except in emergency situations, the state agency must be notified in advance, in writing, of the sponsor's absence and the name of the person(s) who will staff the office during the sponsor's absence.

5. Non-Program Related Office Closure. Sponsor offices may be closed for vacation or personal reasons if the following conditions are met:

a. All of the sponsor's providers agree in advance, in writing, that they are willing to relinquish their claims for meals served while the sponsor's office is closed.

b. The state agency is notified in writing, in advance.

6. Telephone Calls. All telephone calls to sponsoring agencies from providers and state agency staff must be returned within 24 clock hours from the time of the initial telephone call. When answering the telephone during the sponsor's hours of operation, sponsor personnel should answer the telephone using the name of the sponsor.

7. Administrative Overclaims Imposed by the state agency. If the above stated office hours and staffing policies are not adhered to, providers can not claim meal reimbursement during the absence of sponsor employees; and providers will be allowed to transfer to another sponsor. In addition, the sponsor will be subject to being capped, and

the administrative reimbursement for the month in which the violation occurred may be jeopardized.

F. Monitoring. All meal types claimed by a provider must be monitored by the sponsor within each year. If a provider claims breakfast, a.m. snack, lunch, and p.m. snack, each of the four meals must be monitored.

G. Provider Fraud. A provider who has been found guilty of fraud as determined through the court system, including deferred adjudication cases, shall be terminated from participation in the FDCH Program effective with the court sentence.

1. Sponsors shall submit documentation of the final, legal decision to the state agency within 30 calendar days of receipt by the sponsor of the decision.

H. Discrimination Clause. All sponsor FDCH Program materials, such as flyers, handouts, posters, press releases, etc., must include the following statement:

1. "This facility is operated in accordance with United States Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin."

a. An abbreviated version of this statement is not acceptable.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education LR 27:2210 (December 2001), amended LR 28:1738 (August 2002).

§3311. Reimbursement

A. Administrative Reimbursement

1. Formula for Administrative Allowance in Regulations. During any fiscal year, administrative costs payments to a sponsor from the state agency may not exceed the lessor of:

a. actual expenditures for the costs of administering the FDCH Program less income to the program, or

b. the amount of administrative costs approved by the state agency in the sponsor's budget, or

c. the sum of the products obtained by multiplying each month the sponsor's number of approved providers by the current administrative allowance. The administrative allowance, by regulation, is a different rate for the first 50 providers, the next 150 providers, the next 800 providers and any additional above.

d. During any fiscal year, administrative payments to a sponsor may not exceed 30 percent of the total amount of administrative payments and food service payments for provider operations.

2. Claims for Administrative Reimbursement. Only allowable paid administrative expenses and legitimate accruals may be claimed by a sponsor for reimbursement.

B. Provider Reimbursement. Sponsors must distribute all properly earned provider payments within five working days from receipt of funds from the state agency.

1. Delinquent distribution will result in the sponsor's being declared seriously deficient in its operation of the Family Day Care Home Program and the sponsor will be subject to termination of program participation.

2. Failure to disburse provider payments within ten working days of receipt of funds will result in recall of all funds for the month in question. All Child Nutrition Program Agreements with the sponsoring institution will be immediately terminated. All other consequences that relate to sponsor termination as specified in Federal Regulation 7 CFR Part 226.6 will also result from this action.

3. The sponsor must make a bank deposit of provider payments no later than the next working day following receipt of the funds. It is the sponsor's responsibility to provide appropriate documentation of both the date of receipt of provider funds and the date of disbursement of those funds to the providers.

4. Provider payment may be denied or suspended by the sponsor when there is sufficient reason to indicate that the provider did not rightfully earn the payment and/or broke any terms of the Provider Agreement. Such denial or suspension of payment must be formally documented, and documentation must be kept on file in the sponsor's office.

5. If a sponsor recovers program funds from a provider or does not disburse the funds, those funds must be returned to the state agency within three months from the date of discovery of the discrepancy. If the sponsor or provider has initiated legal proceedings involving program payment, the funds need not be returned within the three month period; however, the sponsor must present evidence of the legal proceedings to the state agency.

6. Reasons for returning provider reimbursement to the state agency include, but are not limited to, the following:

- a. provider moved; sponsor unable to locate her (him);
- b. provider check not cashed by expiration date imposed by sponsoring organization;
- c. unearned provider payments discovered after claims submitted;
- d. ineligible payments due to audit/review.

7. Sponsors shall not claim provider reimbursement for evening snacks or any meals served on Saturdays or Sundays, or official state agency or sponsor holidays.

8. Meal service may be claimed from the beginning date of participation only if:

- a. the sponsor has ensured that the provider has maintained daily records of menus, meal counts and attendance since the beginning date; and
- b. the sponsor has conducted a successful monitoring visit within the first four weeks of program operation.

9. Meals Provided by Parents. In order for a provider to receive reimbursement for a meal, the provider must

provide, at a minimum, each of the identified components in the proper amounts. (Exception: breast milk for infants).

C. Claims for Reimbursement

1. All Claims for Reimbursement (Form DCH-112) must be submitted to the following address:

Louisiana Department of Education
Division of Appropriation Control
Post Office Box 94064, Capitol Station
Baton Rouge, LA 70804-9064

2. Within this chapter, this division will hereinafter be referred to as the "LDE."

3. The LDE must process a complete and valid claim for reimbursement within 45 days from the date of receipt.

4. A sponsor must use a unique invoice number on each claim for reimbursement when submitting to the LDE for payment.

a. This unique invoice number must be a maximum of 12 alpha-numeric characters and must be placed in the upper right hand corner of the claim form.

b. The invoice number shall not be duplicated by the sponsor on claims for reimbursement that are submitted within the state agency's fiscal period, which is July 1-June 30.

c. Each invoice number will appear on the check stub in the Invoice Number column. Payments from the FDCH Program will be identified under the agency column on the check stub as "688."

5. Claims for reimbursement must be submitted by the 10th of each month and shall cover only FDCH Program operations for the previous month. However, if the first or last month of program operations in any fiscal year contains 10 operating days or less, such month may be added to the appropriate adjacent month.

a. Claims for reimbursement for the month of October shall not be combined with claims for the previous program year.

b. A final Claim for reimbursement shall be postmarked and/or submitted to the LDE not later than 60 days following the last day of the full month covered by the claim. Claims for reimbursement that are not postmarked and/or submitted within 60 days shall not be paid with FDCH Program funds unless the USDA Food and Nutrition Services approves a one-time exception for the sponsor.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2212 (December 2001).

§3313. Audit/Review

A. Compliance with Federal Audit Requirements. The state agency is required to ensure that FDCH sponsors are in compliance with federal audit requirements under Circular A-133 and the USDA program regulations.

1. Audit Requirement. A sponsor that expends \$300,000 or more of federal funds in a fiscal year must have

an audit conducted for that year. The Louisiana Revised Statutes contain additional audit requirements for institutions that receive state or local funds.

2. Reporting to the Louisiana Department of Education. If a participating sponsor's federal expenditures are less than \$300,000 in a fiscal year, that sponsor shall annually report this information to the Louisiana Department of Education, to ensure compliance with federal audit requirements.

a. Circular A-133 Subpart A §105 defines recipient or sub-recipient. The main criteria for determining if a sponsor is a recipient or a sub-recipient of federal funds is compliance with federal program requirements as a criteria of receiving and expending the federal funds.

b. While a sponsoring institution that does not meet the annual federal expenditure threshold of \$300,000 is not required to have an audit of such funds, records must be available for review or audit by appropriate officials of any federal, state, or local government agency.

B. Overclaims. The state agency has the authority to recover FDCH funds that were improperly claimed.

1. Overclaims must be paid to the LDE from a source other than federal FDCH funds, such as the sponsoring institution's general fund. This requirement does not apply to the return of FDCH funds that have not been disbursed by the sponsor to a provider that are repaid to the LDE within the same fiscal year in which they are earned.

2. Overclaims assessed against a sponsor by the state agency that relate to provider payments may be recovered by the sponsor from the provider.

C. Administrative Cap. Any sponsor may be capped at the current number of eligible providers if found to be significantly deficient in FDCH Program management.

1. Examples of these management deficiencies may include the following:

- a. high error rates in home reviews or claim reviews;
- b. high error rates in the verification process;
- c. inaccurate or missing required information;
- d. inadequate financial records;

e. failure of the sponsor to follow the FDCH Management Plan; and

f. serious deficiencies in the FDCH Program.

2. This determination may be made as a result of any program review, audit, specific investigation, excessive packet errors, or an excessive rate of failures in the provider inspection process.

3. "Caps" will remain in effect until the sponsor demonstrates its ability to manage the Family Day Care Home Program effectively. This verification may be demonstrated by the findings of a review or audit, by submission of documentation, or by some other method as dictated by the particular circumstances(s) that warranted the implementation of the cap.

D. State Agency Policy for Noncompliance. Refer to Appendix C for a chart that lists the most critical areas of noncompliance that may be counted in a review error rate and/or that may result in overclaims.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education LR 27:2213 (December 2001), amended LR 28:1738 (August 2002), LR 29:2035 (October 2003).

§3315. State Agency Actions for Noncompliance

A. The following chart lists the most critical areas of noncompliance which may be counted in a review error rate and/or may result in overclaims. It is organized as follows:

1. Column 1 identifies the violations.
2. Column 2 describes the resulting state agency action.
3. An X mark in Column 3 identifies items which may cause the review or record to be counted in the error rate
4. An X mark in Column 4 identifies items which may result in overclaims.

Please be aware that this list is not all inclusive. Areas of noncompliance with federal regulations, policies, and instructions, and with state policies, procedures and instructions which have not been listed on this document may also result in state agency actions.

VIOLATION	STATE AGENCY ACTION	%	\$
1. Invalid fire inspection certificate (i.e., out of date, different address)	Provider ineligible; total overclaim sponsor and provider	X	X
2. Invalid Provider Agreement (i.e., different address, unsigned, undated)	Provider ineligible; total overclaim sponsor and provider	X	X
Inaccurate/Missing Provider Application information	Provider ineligible; total overclaim sponsor and provider	X	X
Noncompliant meal schedule	Disallow meal payment for the child(ren).	X	X
3. Enrollment Form:			
Inaccurate/missing information on child's enrollment form	Child ineligible; disallow payment for the child's meals.	X	X
Claimed meal type not justified by child's hour of care as listed on enrollment form	Disallow meal payment for the child(ren).	X	X
Missing or insufficient handicap documentation	Disallow payment for affected program participant.	X	X
More than 6 current enrollment forms on file (no drop dates)	Disallow entire month's claim for provider and sponsor.	X	X
4. Meal Count and Attendance Form			
Unsigned or undated	Disallow entire month's claim for provider and sponsor.	X	X
Child's name not listed	Disallow entire month's payment for that child.	X	X
Unapproved meal type claimed	Disallow payment for the unapproved meals.	X	X
Unapproved day(s) of service claimed	Disallow day(s) of service.	X	X
Resident child claimed for meals without enrolled nonresident child claimed for same meal(s)	Disallow resident child for meals served without nonresidents.	X	X
Miscount from provider records to sponsor claim	Adjust payment accordingly.	X	X
Unapproved day(s) of service claimed	Disallow day(s) of service.	X	X
Resident child claimed for meals without enrolled nonresident child claimed for same meal(s)	Disallow resident child for meals served without nonresidents.	X	X
Miscount from provider records to sponsor claim	Adjust payment accordingly.	X	X

VIOLATION	STATE AGENCY ACTION	%	\$
5. Menu Record:			
Noncompliant menus (> 5%)	Disallow noncompliant menus for all children claimed.	X	X
Noncompliant menu (< 5%)	Disallow noncompliant menus for all children claimed.	X	X
No menu record(s)	Disallow all children claimed for the meal(s).	X	X
No medical documentation for food substitutions	Disallow all meals not meeting component requirements.	X	X
6. Meal service observed on monitoring review different than that claimed by provider	Disallow payment for the day of service.	X	X
7. Current and complete Preapproval Form not on file	Disallow entire month's claim and sponsor's payment.	X	X
8. Required provider eligibility forms (e.g., Application, Agreement, Fire Inspection Report, etc.) not on file in sponsor's office	Disallow entire month's claim and sponsor's payment.	X	X
9. HEDA:			
Missing/inaccurate information on HEDA	Disallow meals for all affected child(ren).	X	X
Missing/insufficient documentation of household income or categorical eligibility (does not apply to nonresident children qualifying for Tier I reimbursement)	Disallow meals for all affected child(ren).	X	X
Failure to list all household income	Disallow meals for all affected child(ren).	X	X
Missing statement(s) of payment or nonpayment from parents	Disallow meals for all affected child(ren).	X	X
10. Employment/Enrollment Verification			
Missing employment verification for appropriate time period	Disallow payment for affected child(ren).	X	X
Parent not employed as recorded at time of reported employment verification	Disallow meals for all affected child(ren).	X	X
Parent reports that child(ren) is (are) not cared for by provider.	Disallow payment for affected child(ren). Sponsor must investigate for fraud.	X	X
Parent reports that child(ren) is (are) not present when meal(s) claimed	Disallow payment for affected child(ren). Sponsor must investigate for fraud.	X	X

VIOLATION	STATE AGENCY ACTION	%	\$
11. Tiering			
Missing/Incomplete Tier Determination Form (DCH 115)	Disallow difference between Tier I and Tier II rates for entire period of time provider was not assigned a correct tiering status. Disallow sponsor payment for test month.	X	X
Inaccurate tier determination (incorrectly tiered as tier I rather than tier II)	Disallow difference between Tier I and Tier II rates for entire period of time provider was not assigned a correct tiering status. Disallow sponsor payment for test month.	X	X
Inaccurate tier determination (incorrectly tiered as tier II rather than tier I)	Sponsor must immediately correct tier determination and submit copy of corrected Tier Determination Form to state. Disallow sponsor payment for test month.	X	X
Missing, incomplete, or invalid tiering backup documentation	Disallow difference between Tier I and Tier II rates for entire period of time provider was not assigned a correct tiering status. Disallow sponsor payment for test month.	X	X
Provider not participating as scheduled	Disallow payment for the day of service and until a documented successful sponsor-conducted following-up monitoring visit.	X	X
1. Service schedule noncompliant (different than recorded schedule)	Cite and require corrective action; disallow payment for the meal; require follow-up	X	X
2. Menu records noncompliant	Disallow payment for all noncompliant meals	X	X
3. Menu observed noncompliant	Disallow payment for meal observed	X	X
4. Meal count and menu records not being kept daily	Disallow payment of non-recorded days from first of month to day prior to review. Require sponsor-conducted follow-up visit within 5 working days	X	X
5. Meal count and attendance recorded in advance	Disallow payment for days recorded in advance; require sponsor-conducted follow-up visit within 5 working days, documenting training in record-keeping requirements and penalties for fraud.	X	X
6. Program records not given to provider	Require sponsor to give all providers required program records (e.g. monitoring reports, application, agreement, etc.). If sponsor has not done so by next state or federal conducted review, an overclaim for sponsor payment(s) will be assessed.	X	X

VIOLATION	STATE AGENCY ACTION	%	\$
7. Registry Standards:			
Imminent threat to the health or safety of the children; inoperable smoke alarm or fire extinguisher, direct refusal to comply with civil rights standards, etc.	Provider ineligible as of day of review until compliance is documented by one sponsor follow-up visit.	X	X
More than six children at one time	Provider ineligible as of day of visit until a documented successful sponsor-conducted follow-up visits document compliance. If the additional children found are resident children, provider is ineligible from date provider became noncompliant once the attendance of her own children is considered.	X	X
8. Parent provided one or more of required food components. (Exception: breast milk for infants)	Disallow payment of child(ren) for day of service until correction documented.	X	X
9. Monitoring or training noncompliant	Verify in sponsor files; disallow sponsor payments for test month.	X	X
1. Monitoring:			
Visits not within time-frames	Disallow sponsor payments for test month.	X	X
All meal types claimed not monitored within a year	Disallow sponsor payments for test month.	X	X
2. Financial/General			
Less validated administrative expenses than paid through claim process	Reduce administrative payment accordingly.	X	X
Unallowable/unsubstantiated expenditures	Reduce administrative payment if necessary. Cite and require corrective action.	X	X
Travel not appropriately documented	Adjust payment accordingly.	X	X
Time and attendance not appropriately documented	Adjust payment accordingly.	X	X
Claim inaccurate	Adjust payment accordingly.	X	X
Noncompliant purchasing, leases, or contracts	Reduce administrative payments if necessary. Cite and require corrective action.	X	X
Failure to comply with terms of Sponsor Application/Agreement and/or inadequate documentation to substantiate terms of Sponsor Application/Agreement	Assess sponsor overclaim and/or require corrective action.	X	X
Failure to correct and/or failure to maintain corrective action of previously-cited deficiencies	Sponsor may be declared seriously deficient with possibility of a cap on enrollment or termination from the CACFP.	X	X

EDUCATION

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HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2214 (December 2001).

§3317. Allowable Costs

A. To be allowed for reimbursement under the FDCH Program, costs incurred by the sponsor must meet the following criteria.

1. Actual. Costs must represent actual operating or administrative costs incurred in the normal course of conducting the program.

a. Accrual or Cash Basis Accounting. Costs may be reported on an accrual basis (expenses and income recorded when incurred) or cash basis (expenses and income reported when paid/received); however, the sponsor's accounting system must treat costs consistently.

i. When reimbursement is paid on the lesser of meals times rates or cost, the final Claim for reimbursement for the fiscal year must reflect costs on an accrual basis. This policy will require that sponsors using a cash basis

(a) report any cost incurred but not yet paid by the end of the current fiscal year, and any income earned during the current fiscal year, but not received by September 30, on the final claim of the FDCH Program fiscal year;

(b) make appropriate adjustments to ensure any accrued costs that have been reported are not reported again when actually paid, and any income reported in the prior fiscal year is not reported when the income is actually received.

ii. Sponsors must resolve all accrued costs upon receipt of the final reimbursement from the LDE for each fiscal year. Accrued costs that are not paid by the sponsor by the closing of the fiscal year are not considered to be actual expenses.

2. Budgeted. Costs must be included in the approved administrative budget for the time period in question to be allowable.

a. Contracts and Leases. All contracts and leases, real or implied, that are entered into by the sponsoring institution and that are to be payable with FDCH Program funds must receive prior written state agency approval.

3. Other Requirements. Costs must:

a. be necessary and reasonable for proper and efficient administration of the FDCH Program;

b. be authorized or not prohibited under state or local laws or regulations;

c. conform to any limitations or exclusions set forth in state or federal laws, regulations, circulars or instructions as to types or amounts of cost items;

d. be accorded consistent treatment through the application of generally accepted accounting principles;

e. not be assignable or included as costs to any other federally financed program in either the current or prior period;

f. be the net of all applicable credits;

g. be properly allocated; and

h. be adequately documented.

B. Examples of Allowable Costs are:

1. Accounting

2. Audits

a. Charges to the FDCH Program for organization-wide audit costs must be based upon the percentage of the FDCH funds to the total federal funds expended by the sponsoring institution during the fiscal year to be audited. Any audit costs incurred by sponsoring institutions to meet other state, federal, local, or institution needs are unallowable costs to FDCH Program funds.

b. Sponsors who operate multiple programs can prorate audit costs according to the percentage of total expenditures of the agency (excluding provider payments).

c. If the state agency approves audit costs in the sponsor's FDCH budget, the state agency reserves the right to approve the sponsor's independent auditor prior to engagement for audit services.

3. Bank Charges

4. Bonding Costs

5. Business Cards

6. Communications

a. The costs incurred for equipment and services, such as telephone, telegraph, FAX, beeper, postage, and messenger services for FDCH Program purposes, are allowable.

b. In circumstances in which charges are incurred per call, such as with cellular telephones or with long distance calls, only those calls that are related to the FDCH Program are allowable.

c. Communication services must be registered in the name of the sponsor; and all telephone, fax, beeper or cellular numbers to be paid with FDCH Program funds must be included in the approved sponsor administrative budget.

7. Computer equipment (Prior written state agency approval is required.)

8. Depreciation

9. Dues, Subscriptions, and Professional Activity Costs. (Only if related to the FDCH Program and approved in writing by the state agency.)

10. Fringe Benefits

11. Labor

12. Legal (Prior written state agency approval is required.)

a. Exception: Legal fees associated with the prosecution of a claim against the federal government are unallowable. Administrative costs such as for an appeal, and some criminal and civil proceedings

13. Meetings and Conferences (Prior written state agency approval is required.)

14. Insurance (Prior written state agency approval is required.)

15. Inventory costs

16. Payroll Preparation

17. Personnel Administration

18. Printing and Reproduction

20. Records Retention Costs

21. Space and Facilities Costs (Prior written state agency approval is required.)

22. Taxes

23. Travel

a. All out-of-state travel must be submitted for approval by the state agency no later than two weeks prior to the beginning date of the travel.

b. State travel regulations must be followed for all sponsor employee travel. All travel receipts must be kept on file in the sponsor's office.

c. Mileage. Documentation to support mileage charged to the FDCH Program must include a travel log for each FDCH employee.

i. The log must indicate the date(s) of travel, the driver's name, the origin and destination of each trip, beginning and ending odometer readings, the purpose of the travel, and the total miles traveled.

ii. Prior to payment to the employee, these records must be signed by a responsible sponsor official and reviewed to ensure that costs are reasonable and accurate.

iii. Mileage reimbursement is not allowed for travel between an employee's residence and the office.

d. For overnight travel, receipts for all travel expenses must be maintained on file in the sponsor's office.

C. Examples of Unallowable Costs

1. Bad Debts (e.g., overdrafts, late payment charges)

2. Bonuses to employees

3. Contingencies

4. Contributions

5. Donations

6. Entertainment

7. Fines and penalties

8. Over Claims

9. Political Costs

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2218 (December 2001).

§3319. Provider Participation

A. Family Day Care Home (FDCH) providers who care for up to six children in their private homes may participate in the FDCH Program if they meet program eligibility requirements and are enrolled through an approved sponsoring agency.

B. Eligibility Requirements. The FDCH Program eligibility requirements for a provider are summarized as follows:

1. Minimum Age

a. Persons must be at least 18 years of age or be legally emancipated to enroll. Some examples of legally acceptable emancipation are judicial, marriage, and parent's notarial act.

2. Facility Approval

a. The home used for childcare must be the provider's residence.

b. The home cannot be used for another purpose that would conflict or duplicate the service of childcare.

c. The home must pass a pre-approval inspection by the sponsoring institution.

d. The sponsor is responsible for assessing, in both the pre-approval process and in each monitoring visit, the capability of the day care home facility and the caregiver to provide adequate childcare.

i. The home must have the necessary equipment to provide child care and meal service,

ii. The child care environment may not present a threat to the health or safety of the children.

iii. The age and number of children must be considered in determining the number of caregivers needed in the home.

e. The home must be certified by the Louisiana Office of State Fire Marshal.

3. New Provider. The following policies govern provider approval and registration.

a. A new provider will be approved to begin FDCH Program participation no earlier than the first of the month in which the packet has been reviewed by the state agency and found to be complete and correct.

b. A new provider is one who:

EDUCATION

i. has never participated in the Family Day Care Home Program before;

ii. has been dropped or terminated from participation in the Family Day Care Home Program and subsequently wishes to begin participation again;

iii. has experienced more than a three month lapse in program eligibility; and

iv. has signed an agreement with a different FDCH sponsor after his/her period of eligibility has expired.

4. Recertifiable Provider

a. A recertifying provider will be approved to begin FDCH Program participation as early as the first of the month in which a complete and correct packet is received in the state agency.

b. A recertifiable provider is one who:

i. has previously been approved to participate and has experienced no more than a three month lapse in program eligibility;

ii. has transferred sponsorship with state agency approval during his/her period of eligibility;

iii. has a change in provider using the same facility and operations as previously approved; and

iv. has a change in address with a new inspection of the new facility.

5. Provider Employment

a. The provider cannot have any other job besides childcare unless such employment is specifically approved in advance by the state agency.

6. Enrollment

a. The provider must complete an FDCH Program Application/Agreement packet. The sponsor must submit the provider packet to the state agency.

b. Registration and Approval. The state agency must register and approve the provider for FDCH Program participation.

c. The following policies govern provider enrollment:

i. Dual Participation. The provider cannot be under an agreement with more than one sponsor at a time.

ii. Affiliation. The provider cannot be a part of the daily operations of any sponsoring institution.

iii. Social and Health Needs. The provider must allow parents and staff from the sponsor, state and federal government to visit the day care home without prior notice.

iv. Civil Rights: Provider operations must be nondiscriminatory.

v. Nonresident Child(ren). The provider must care for at least one nonresident child who is properly enrolled and approved to participate in the FDCH Program.

7. Employment of Parents and Guardians. At least one parent or guardian with whom enrolled nonresident children participating in the FDCH Program reside must be employed or enrolled in school or a formal job search program.

a. Sponsors must conduct verification of employment, school or job search activities for parents or guardians of all enrolled children when a new provider is enrolled in the FDCH Program. After the initial verification, the sponsor is required to conduct verification during the following times:

i. at the provider's recertification time;

ii. when a new child is enrolled;

iii. when the provider moves; and/or

iv. when there is provider change.

b. The sponsor is responsible for the accuracy of the employment, school, or job search information only at the required time when the information is verified.

c. Verification of Employment. The Employment Verification Form (DCH-114) or the employment documentation described later in this paragraph must be completed for all new providers and for those in situations as listed in Subparagraph a. i.-iv above.

i. All information on the form must be completed for at least one parent or guardian with whom each nonresident enrolled child resides. The information should be completed for the parent or guardian generally responsible for taking the child to and from the family day care home.

ii. If the sponsor chooses not to complete the DCH-114, the parent or guardian's employment or enrollment in school or job search activities must be documented by the employer or school/job search official on company (school) letterhead.

iii. For parents or guardians who are self-employed, the sponsor must have on file from the parent a notarized statement attesting to the nature of the self-employment.

iv. Sponsors must continue to verify all information on the Enrollment Form (DCH-2) for each child at recertification time or when the provider's address changes. If all of the information remains the same, the sponsor must indicate that fact by initialing and dating the form. If any of the information remains the same, the sponsor must indicate that fact by initialing and dating the form. If any information on the DCH-2 changes, the information must be edited with the sponsor's initials and date of the edit, or a new DCH-2 must be completed. If there is a provider change or the provider moves, a new DCH-2 must be completed for each child. The DCH-2 will still be retained in the sponsor's office; the DCH-2 must be available for review by state staff during the sponsor's hours of operation.

8. Meal Service Schedule

a. Three hours shall elapse between the beginning of one meal service and the beginning of another. At least two hours shall elapse between the beginning of a meal service and the beginning of a supplement.

b. Major meals must be scheduled between the following timelines:

- i. Breakfast 6-10 a.m.
- ii. Lunch 11 a.m.-1:30 p.m.
- iii. Supper 5 -8 p.m.

iv. The last meal or snack of the day and/or shift that is claimed for a child must be served at least 30 minutes prior to the time the child leaves the home, according to the attendance schedule recorded on the Enrollment Form (DCH-2).

c. A meal schedule must indicate a specific time of meal service rather than a range of service time.

i. Meal service 15 minutes before or after the scheduled time of service will be acceptable when found in monitoring reviews as long as the required two hours between a snack and a major meal and three hours between major meals are still accomplished.

ii. Providers should retain some evidence of the meal service if it is served early so that, if the home is monitored, the reviewer can see the foods that were served.

iii. Up to two different service times per meal type may be established to serve children who arrive or depart at different times. For example, if one group of children arrives for breakfast at 7 a.m. and another group arrives at 8 a.m., a 7 a.m. service time can be approved.

d. Meals may not be claimed on weekends or official state agency or sponsor holidays.

9. **Income Status of Reimbursement.** FDCH reimbursement is considered income to the provider when completing the Household Eligibility Determination Application (HEDA). As income, the reimbursement can also affect all public assistance programs which require the reporting of the recipient's income, such as Food Stamps, Social Security Insurance, TANF, etc. It is the provider's responsibility to report this income to any relevant government agencies by which the provider is affected. The sponsor's responsibility is to inform the provider of the fact that the FDCH reimbursement is considered income. This responsibility is accomplished with the issuance of the Provider's Handbook.

10. Military Benefits.

a. Military benefits received in cash, such as housing allowance for military households living off-base, food allowance and uniform allowance, must be considered as income. Countable income is all money a household receives as actual cash. Housing subsidies received as cash allowances by households living off-base may not under any circumstances be considered as in-kind housing. The value of on-base housing is to be excluded from a household's

gross income. In-kind benefits, including housing, are benefits which are of value, but which are not provided to the household in the form of cash.

b. To ensure that military allowances are included as income on the HEDA and that proper eligibility determinations are made, sponsoring institutions should record allowances and identify them under the "All Other Income" column of the application and rank and years of service could be shown under the "Monthly Earnings from Work" column.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 27:2218 (December 2001).

Chapter 34. Louisiana Child Nutrition Programs Appeals Procedures

§3401. Purpose

A. The rules and regulations contained in this Subpart shall govern and control procedures used by the Louisiana Department of Education, Division of Nutrition Assistance (hereafter referred to as state agency) for taking action against a school food authority or a child and adult care food program sponsor (hereafter referred to as institution).

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1738 (August 2002), amended LR 29:2035 (October 2003).

§3403. Service

A. The service of the notice of proposed action, request for appeal and decision shall be made personally or by official U.S. postal certified mail, return receipt requested.

B. Service upon an institution's authorized representative, officer, or agent constitutes service upon that institution.

C. Service by certified mail is complete upon the date of receipt. An official U.S. postal receipt from the certified mailing constitutes prima facie evidence of service. Any other orders, notices, or documents served or exchanged pursuant to these rules shall be done through personal service, the U.S. mail, all postage prepaid, facsimile or email. Refer to the glossary for specific definition of notices.

1. For purposes of determining whether services have been timely made, if the last day of any deadline established by these rules falls on a weekend or a state holiday, service is considered timely made if received on or before the close of business of the next business day. If the deadline for service falls on a business day, service must be made before close of business that day.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1738 (August 2002), amended LR 29:2035 (October 2003).

§3405. Notice of Proposed Action

A. The state agency shall notify the institution, in writing, of the actions being taken through a "Notice of Proposed Action." This notice shall contain the following information:

1. a list of specific violations of program rules and regulations alleged to have been committed by the institution;
2. the specific amount of the fiscal sanction assessed against the institution, if any;
3. a statement specifying what action the institution must take to correct the violation(s) to avoid further proceedings;
4. a statement of the time lines related to the proposed action;
5. a statement as to the consequences for failing to timely take corrective actions, make payments, or make a request for appeal;
6. a statement of the institution's right to appeal the proposed action;
7. the name, address and telephone number of the hearing officer.

B. A notice of proposed action suspending or terminating an institution's Child and Adult Care Food Program (CACFP) participation shall be sent to the institution's executive director, the chairman of the board of directors, identified responsible principals and responsible individuals and shall also include further suspension proceedings as required in the CACFP regulations.

C. If the proposed suspension is due to the institution's submission of a false or fraudulent claim for reimbursement, the notice of proposed action shall also state:

1. that the effective date of suspension will be 10 days after the institution's receipt of the suspension notice;
2. the institution's written request for a suspension review must be received by the hearing officer within 10 days of the institution's receipt of the notice of proposed action along with written documentation opposing the proposed suspension.

D. The institution must also send a copy of the request for a suspension review to the state agency.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR, 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1739 (August 2002), amended LR 29:2035 (October 2003).

§3407. Request for Appeal

A. Institutions wishing to appeal proposed actions (except suspension of CACFP participation) shall serve a

written request for appeal upon the state agency not later than 15 calendar days after the date of receipt of the notice of proposed action.

B. The request for appeal shall contain the following information:

1. a listing of what specific violations set forth in the notice of proposed action are being appealed together with a short and plain statement of each contested issue of fact or law concerning each violation;
2. a statement specifying which of the following two forms of appeal an institution seeks:
 - a. a review of the records with the right to submit additional written information to dispute the proposed action; or
 - b. a hearing. appeals will be conducted by a fair and impartial hearing officer. The institution may be represented by legal counsel or another designated individual;
 - c. a statement as to the relief or remedy the institution seeks from the appeal.

C. The state agency must acknowledge receipt of the request for appeal within 10 calendar days of its receipt of the request.

D. Institutions wishing to have a review of the state agency's proposed suspension of their CACFP participation must submit a written request for a review directly to the hearing officer at the same time.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR, 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1739 (August 2002), amended LR 29:2035 (October 2003).

§3409. Appeals on the Record; Submissions

A. Institutions and responsible principals and responsible individuals opting to appeal proposed actions by a review of the record shall submit all documents and information, in written form, that they wish to have considered in the appeal to the hearing officer not later than 30 calendar days after receipt of the notice of proposed action.

B. The state agency shall submit all documents and written information it wishes to have considered to the hearing officer not later than 30 calendar days after the institution's receipt of the notice of proposed action.

C. Any information on which the state agency's action was based must be available to the institution and the responsible principals and responsible individuals for inspection from the date of the state agency's receipt of the request for appeal.

D. The hearing officer must conduct a hearing in addition to, or in lieu of, a review of the record only if the institution or the responsible principals and responsible individuals request a hearing in the written request for appeal.

E. The hearing officer must immediately notify the state agency that an institution has contested the proposed suspension.

1. The state agency must immediately submit to the hearing officer a copy of the notice of proposed action suspending the institution's CACFP participation and all supporting documents.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR, 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1739 (August 2002), amended LR 29:2036 (October 2003).

§3410. Notice and Time of Hearing

A. If a hearing (not suspension review) is requested in writing, the hearing officer shall schedule the hearing date to allow rendering of the decision within 60 days from the date of receipt of the request for appeal by the state agency. The hearing officer shall notify the institution and the state agency in writing of the time, date, and place of the hearing, at least 10 calendar days in advance of the date of the hearing.

B. A representative of the state agency must be allowed to attend the hearing to respond to the testimony of the institution and the responsible principals and responsible individuals and to answer questions posed by the hearing officer.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1739 (August 2002), repromulgated LR 28:1950 (September 2002), amended LR 29:2036 (October 2003).

§3411. Effect of Appeal upon Agency Actions

A. The notice of proposed action issued to the institution shall remain in effect until the decision is rendered in the appeal.

B. The state agency must assess interest on overpayments in the notice of proposed action, through the appeal period, unless the hearing officer's decision overturns the state agency's action establishing the overpayment.

C. During the appeal period, the state agency must continue its efforts to recover any advances that are in excess of the claim for reimbursement for the applicable period.

D. Participating institutions may continue to operate and receive reimbursement for which they are eligible under the program during an appeal of a proposed action, unless the state agency's action suspends the participation of an institution. Federal CACFP regulations specify reasons for state agency suspension such as an imminent threat to the health or welfare of the public caused by the institution or to the participants at an institution, or the institution has knowingly submitted a false or fraudulent claim for reimbursement. The basis for the suspension must be stated in the notice of proposed action.

1. The state agency is prohibited from paying any claims for reimbursement received from a suspended institution unless the hearing officer's decision overturns the state agency's action.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR, 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1739 (August 2002), amended LR 29:2036 (October 2003).

§3413. Default

A. The hearing officer may declare any party in default who, without good cause shown:

1. fails to file brief or memorandums or exchange information and evidence as may be required by the hearing officer or these rules;

2. fails to appear at or participate in any pre-hearing conference;

3. fails to appear at or to participate in the hearing.

B. If the institution's representative, or the responsible principals or responsible individuals or their representative fail to appear at a scheduled hearing, they waive the right to a personal appearance before the hearing officer, unless the hearing officer agrees to reschedule the hearing.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR, 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1739 (August 2002), amended LR 29:2036 (October 2003).

§3415. Evidence—Order of Hearing

A. Evidence that is material and relevant to an issue or inquiry before the hearing officer is admissible, unless objected to on grounds set forth herein. The introduction of evidence may be limited or barred upon objection of any party, or by the hearing officer upon his own motions. Hearings conducted under this rule are not bound by the formal rules of evidence prescribed for civil actions in district or higher courts, and in this connection, the following rules apply.

1. Hearsay evidence may be introduced if it corroborates competent evidence found in the record. The hearing officer will determine how much weight, if any, to give to hearsay evidence. Evidence concerning the reliability and probative value of any introduced hearsay evidence may also be admitted.

2. Unduly repetitious evidence, whether testimonial or documentary, shall be excluded when such exclusion will not materially prejudice the rights of a party.

3. The hearing officer may allow oral testimony to be given under direct examination by narration rather than through question and answer. The hearing officer may allow or require any oral testimony to be submitted in written form upon agreement of both parties.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR, 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1740 (August 2002).

§3417. Hearing Conduct and Decorum

A. At any hearing or meeting, the hearing officer shall have the authority to regulate the course of the proceedings and the conduct of all persons present, including the right to have any person, for misconduct or refusal to obey orders, removed from the hearing, banned from further participation or introduction of evidence, dismissed as a party or subjected to such other sanctions or restrictions he deems appropriate. The hearing officer may, at any time, continue the meeting or hearing to another time and/or location and/or terminate the meeting or hearing to preserve order and decorum. The hearing officer is responsible for insuring that the hearing and/or review of records is conducted in an orderly, fair, and expeditious manner.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR, 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1740 (August 2002).

§3419. Decision, Judicial Review, Records

A. The hearing officer shall render a decision which shall include findings of fact, conclusions, and a statement as to the reasons for the decision. The decision (except for suspension reviews) shall be rendered within 60 days of the receipt of the request for appeal by the state agency. The decision on the state agency's proposed participation suspension shall be rendered within ten days of the hearing officer's receipt of the institution's documentation opposing the proposed suspension. The decision shall be served to the institution and the state agency by the hearing officer and shall constitute the final state agency action for purposes of judicial or other review. The decision of the hearing officer can be appealed as provided by law.

B. The appeal record, where the institution chooses to submit written information to dispute the state agency action taken against it, shall consist of that written information together with such written information as the state agency chooses to likewise submit to support its notice of proposed action and the decision thereon.

C. The appeal record of a hearing shall consist of the evidence submitted at the hearing, a statement of any matter officially noticed, offers of proof, objections and rulings thereon, a recording of the hearing procedures, and the hearing officer's decision. A verbatim transcript of the recorded proceedings shall not be accomplished unless requested by one of the parties, at its cost, or in the event of a judicial appeal.

D. The hearing officer shall be the custodian of the records. The appeal record shall be maintained for a period of not less than three years from the date the decision is mailed to the institution or the date of the submission of the final claim for reimbursement of the action involving the appeal or resolving of the action, whichever comes later.

AUTHORITY NOTE: Promulgated in accordance with 7 CFR, 210-245.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 28:1740 (August 2002), amended LR 29:2037 (October 2003).

Chapter 35. Glossary

§3501. Definitions/Abbreviations

Accrual Basis Accounting—that revenue is reported in which the service (or sale) occurs regardless of when the payment is received. Liabilities are reported in the period in which they are incurred regardless of when the payment is made.

Adopted Child—a child for whom a household has accepted legal responsibility and who is considered to be a member of the household.

Aggregate Purchase Amount—the dollar value of items purchased from a single source for a bid period.

Allowable Costs—authorized expenditures, both operating and administrative, that are necessary and reasonable for proper and efficient administration of the child nutrition program.

Americans With Disabilities Act of 1990 (P.L. 101-336)—prohibits discrimination on the basis of disability.

Approved Vendor List—a list of vendors who have demonstrated the ability to perform successfully under the terms and conditions of a proposed procurement, consideration being given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Attendance Factor—a percentage developed no less than once each school year to account for the difference between enrollment and attendance at any given time. An attendance factor is calculated by dividing the average daily attendance for a period of time by the total enrollment for the same period of time. The attendance factor may be developed by the SFA, with state approval, or may be developed by the state agency. A SFA shall assume that all children eligible for free and reduced priced meals attend school at the same rate as the general school population.

Authorized School Food Authority Representative—a person who has signed the agreement with the state agency to participate in the National School Lunch Program and School Breakfast Program.

BESE—an abbreviation for the State Board of Elementary and Secondary Education.

Biennial Audit—an audit conducted every second year covering every year.

Breakfast—a meal that meets the nutritional requirements of the school breakfast pattern as designated in USDA, FNS, 7CFR, Part 220.8 and that is served to the child at or close to the beginning of the child's day at school.

Cash Basis of Accounting—recording income and expense only when actual cash changes hands. This process means that the income is recorded when money is received and that expenses are recorded when the payment is made.

Central Kitchen—a kitchen in which food is prepared to be transported and served at another school, or where food is to be served to children who are brought from another school in addition to the children in attendance at the site.

Certified CNP Director/Supervisor—one who has met the requirements for certification as set forth in Bulletin 746: Louisiana Standards for State Certification of School Personnel. Certification has been a prerequisite for employment as a CNP director/supervisor since January 1, 1977. Certification can be obtained in either of two areas of specialty: food service or nutrition.

Certified Manager, Food Production Manager/Assistant Manager—the recipient of the certification issued by the Louisiana State Department of Education LDOE upon one's successful completion of the prescribed training program.

Certified Product Formulation Statement—a certified Product Formulation Statement form, signed and dated by the food manufacturer, can be utilized to document the contribution a commercially prepared food item makes toward meeting meal pattern requirement. Unlike the CN labeled product, the Certified Product Formulation Statement provides no warranty against audit claims. However, should an audit exception be made following an analysis of the product, the SFA may have a legal recourse against the food manufacturer submitting the signed statement.

Child—a student of high school grade or under enrolled in a school in Louisiana, including a student participating in a school program established for the mentally or physically disabled or students enrolled in any public or nonprofit private classes if preprimary grade when they are conducted in aforementioned schools, or a person under 21 chronological years of age enrolled in a public or nonprofit residential child care institution.

Child Nutrition (CN) Labeling Program—the Child Nutrition (CN) Labeling Program is a voluntary technical assistance program for the Child Nutrition Programs administered by the Food and Nutrition Service (FNS) in conjunction with the food Safety and Inspection Service (FSIS), Agriculture Marketing Service (AMS), and National Marine Fisheries Service. This program essentially involves review of a manufacturer's recipe or product formulation to determine the contribution a product makes toward meal pattern requirements. The CN labeled product provides a warranty against audit claims if the product is used according to the manufacturer's directions. This warranty applies only to the CN labeled portions, not to the entire meal. Those manufacturers who are interested in having their products analyzed may contact USDA Food and Nutrition Service, Nutrition and Technical Service Division, 3101 Park Center Drive, Room 607, Alexandria, Virginia 22302. Telephone (703) 305-2556.

Claim for Reimbursement (SFS-8A, 8B, and 8C Forms)—the forms to be completed in order to claim federal reimbursement for meals served during the month of operation.

CNP—an abbreviation for Child Nutrition Program.

Code of Conduct—standards of conduct that shall govern the performance of the officers, employees or agents in contracting for payment and expending program funds. Federal procurement regulations require each SFA to maintain a written code or standards of conduct.

Collateral Contract—an oral confirmation of a household's circumstances by a person outside of the household.

Competitive Negotiation—a procurement method that may be used whenever competitive sealed bids are determined to be inappropriate or unfeasible, such as for professional services. Requests for proposals must be solicited from an adequate number of qualified sources, must be publicized, and must identify all significant evaluation factors. The SFA must provide a mechanism for technical evaluation of the proposals received. This type of procurement method must be documented.

Competitive Sealed Bids—the procurement method, commonly called formal bid procedure, required by federal regulations whenever the aggregate purchase amount exceeds \$15,000. Purchase by competitive sealed bids requires:

1. a public advertisement of the invitation to bid;
2. bid solicitations from an adequate number of known suppliers;
3. a clear description of the items or services needed; and
4. the public opening of bids.

Complete Meal—a meal that contains the number of menu components that constitutes a reimbursable meal.

Contract—

1. a legally enforceable agreement between two (or more) parties in which each promises to do (or not to do) something;
2. the writing or document containing such an agreement.

Contract Extension—a modification of a contract to extend the bid prices beyond the ending contract date. Since extending a bid is a modification of the contract, the grantee must perform some form of cost or price analysis. Permission to extend a contract must be secured from the state agency; permission is granted only under special circumstances.

Cost of Food Used—the dollar value of the beginning inventory, minus/plus the value of inventory adjustments for transfers or inventory errors, plus the dollar value of food received during the month of reporting minus applicable credits, less the value of ending inventory. Credits to the cost of food used include returns to vendors, allowances on invoices for unacceptable food, cash discounts, and rebates.

Current Income—income received by the household during the month prior to application for participation in the National School Lunch Program. If such income does not accurately reflect the household's annual rate of income, income shall be based on the projected annual household income. If the prior year's income provides an accurate reflection of the household's current annual income, the prior year may be used as a base for the projected annual rate of income.

Daily Food Production Record (SFS-6 Form), also called the *Menu Worksheet*,—the daily production record completed for lunch and for breakfast to detail the number of meals planned and served, the count of plates used to serve meals, the menu components served, the serving size(s) of each component, the amount of ingredients for each component, the number of extra servings, and the amount of each food left at the end of service.

Daily Participation Report (SFS-7 Form)—the form to be completed daily for each participating school (including a report for each satellite school) reporting income and participation date by category. These forms are used at the end of the month to complete the Claim for Reimbursement (SFS-8 and 8C forms).

Direct Certification—a method of automatically establishing the eligibility of school children entitled to free meals or milk because of their participation in the Food Stamp Program, Aid to Families with Dependent Children (FITAP), or Food Distribution Program on Indian Reservations (FDPIR).

Division of Nutrition Assistance—the division of the Louisiana Department of Education, Office of School and Community Support that supports the National School Lunch Program.

DNA—an abbreviation for Division of Nutrition Assistance.

Drop Delivery—a delivery to one location within the SFA, such as a central warehouse. The SFA assumes responsibility for delivery to the schools.

Edit Check—a system in which daily counts of free, reduced, and paid student meals for individual schools and SFAs are compared to the number of eligible students in each category, respectfully, times an attendance factor to ensure accurate meal counts.

EEO Clause—a provision required in instructions to the vendors for contracts over \$10,000. The provision or clause requires the vendor's compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations 41 CFR Part 60.

Economic Unit—a group of related or unrelated people who share housing and/or all significant income and expenses of its members.

Emancipated Child—a child who lives alone or as a separate economic unit and who is considered "a household."

Equipment—an article of nonexpendable, tangible personal property having a useful life of more than one year, which does not lose its identity through fabrication or incorporation into a different or more complex unit, and an acquisition cost that equals or exceeds \$1000.

FDP—an abbreviation for the Food Distribution Program.

Food Stamp Household—an individual or group of individuals currently certified to receive assistance as a household under the Food Stamp Program.

Foreign Exchange Student—a foreign student considered to be a member of the household in which he/she resides: i.e., the household hosting the student.

Formal Bid—a common name for the purchase method of using competitive sealed bids. A formal bid, or competitive sealed bid, is required by federal and state regulations when the aggregate purchase amount exceeds \$15,000.

Foster Child—a child living with a household but remaining the legal responsibility of the welfare agency or county/parish.

Free Meal—a meal served to a child from a household eligible for such benefits under USDA, FNS, 7 CFR Part 245. Neither the child nor any member of the household is required to pay or to work for the meal.

Free not Section 11 Meals—to those meals served to students who do not qualify for free or reduced priced meals but who are given free meals as partial or full payment for working in the school food service department.

General Fund—a category of funds unrestricted or not designated for a particular use but which may be used for many purposes. School boards usually use "fund accounting" and have both restricted and unrestricted funds.

Generally Accepted Accounting Principles (GAAP)—a technical accounting term that encompasses the conventions, rules, and procedures necessary to define an accepted accounting practice at a particular time. Generally, GAAP, for government, is promulgated by the Governmental Accounting Standards Board (GASB) in the Codification of Governmental Accounting and Financial Reporting and subsequent GASB pronouncements.

Generally Accepted Government Auditing Standards—Government Auditing Standards—Standards for Audit of Governmental Organization, Programs Activities, and Functions, (1988) issued by the United States General Accounting Office.

Gross Income—all money earned before such deductions as income taxes, employee's social security taxes, insurance premiums, and bonds.

Household—a group of related or unrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit.

IEP—an abbreviation for a student's Individualized Education Program. A written statement of specially designed instruction for each student with an exceptionality,

the IEP is developed by a group of qualified education personnel and the parent/guardian of such student.

Income Eligibility Guidelines—the family-size income levels prescribed annually by the USDA for use by states in establishing eligibility for free and reduced price meals. The free guidelines are 130 Percent of federal poverty guidelines and the reduced price guidelines are 185 percent of federal poverty guidelines.

Independent Auditor—the State Legislative Auditor or certified public accountant who meets the independence standards specified in generally accepted government auditing standards.

Initial Equipment—the basic preparation, storage and service equipment that a SFA is required to have to begin a food service program.

Institution—a public or private (nonprofit, proprietary Title XIX, proprietary Title XX, or other as allowed by the United States Department of Agriculture) organization that holds an approved agreement with the state agency to administer a child nutrition program(s) in accordance with all applicable federal and state regulations.

Institutional Child—a child who resides in a residential-type facility within the state.

Internal Controls—the plan of organization and methods and procedures adopted by management to ensure that resource use is consistent with laws, regulations, and policies; resources are safeguarded against waste, loss, and misuse; and reliable data are obtained, maintained, and fairly disclosed in reports.

Joint Custody Student—one who physically changes residence, i.e., weekly, monthly. The student is part of the household where he/she resides.

Loan—a sum of money that has been lent for temporary use and that must be repaid. Refer to the section entitled "Repayment of Loans" for a discussion on allowable costs.

Louisiana School Food Service Training Program—a program composed of three levels or phases. Phase I, which is designed for all food service technicians/employees, consists of 49 audiovisual units. Phases II and III are designed for food service manager applicants. Phase II consists of 22 written self-instructional units. Phase III is a one-week training course taught by the state agency staff.

Lunch—a meal that meets the school lunch pattern for specified age/grade groups of children as designated in USDA, FNS, 7CFR Part 210.10 and that is served at or about midday between the hours of 10:00 AM and 2:00 PM.

LDAF—an abbreviation for the Louisiana Department of Agriculture and Forestry.

LDOE—an abbreviation for the Louisiana Department of Education.

Meal Equivalent Factor—the average cost of the meal from the prior school year including the value of commodities.

Net Cash Resources—all monies, as determined by the state agency's established accounting system, that are available to or have accrued to the school food authority's nonprofit school food service program at any time, less cash payable. Such monies may include, but are not limited to, cash on hand, cash receivable, investments, earnings on investments, and cash on deposit.

Noncompetitive Negotiation—a procurement method that may be used when no price quotes can be obtained. It may be used when the item is available from a sole source; when a public emergency exists and the urgency for the item will not permit a delay for competitive solicitation; or when, after solicitation from a number of sources, competition is determined to be inadequate. If the cost of the item is more than \$15,000, state agency authorization must be secured.

Nonpricing Program—an institution in which there is no separate identifiable charge made for meals served to participants.

Nonprofit (when applied to school or institutions eligible for the school food service programs)—exempt from income tax under section 501(c)(3) of the Internal Revenue Code of 1954, as amended.

Nonprofit School Food Service—all food service operations conducted by the School Food Authority principally for the benefit of school children, all of the revenue from which is used solely for the operation or improvement of such food services.

Notice—a letter sent by certified mail, return receipt (or the equivalent private delivery service), by facsimile, state agency or the United States Department of Agriculture, Food and Nutrition Service with regard to an institution's Program reimbursement or participation. Notice also means a letter sent by certified mail, return receipt (or the equivalent private delivery service), by facsimile, or by email, that describes an action proposed or taken by a sponsoring organization with regard to a day care home's participation. The notice must specify the action being proposed or taken and the basis for the action, and is considered to be received by the institution, responsible principal or responsible individual, or day care home five days after being sent to the addressee's last known mailing address, facsimile number, or email address.

NSF—an abbreviation for the National Sanitation Foundation.

NSLP—an abbreviation for the National School Lunch Program.

Offer Versus Serve (OVS)—that high school students may refuse one or two of the required five food items at lunch. While this form of serving is mandatory in high school, it is optional for middle, junior or elementary schools at lunch. SFAs may choose to allow students in middle, junior or elementary schools to decline two items or one item. OVS is optional for all grade levels at breakfast from which one food item may be declined of the four required food items. Students must be allowed to make the decision of which food item or items they will decline.

Operating Transfer—money transferred "in" to the school food service account or cost center from another fund is not repaid and is not a reimbursement for expenditures. Regulations do not permit school food service funds to be transferred "out" to another fund.

Overt Identification—an act that openly identifies children as eligible for free or reduced price benefits in the National School Lunch Program, After School Snack Service, School Breakfast Program, or Special Milk Program.

PAL (Planned Assistance Levels)—the dollar value of USDA commodities allocated to a school food authority.

Paid Meal—a meal served to a child who is not eligible for or who elects not to receive free or reduced price meal benefits. The federal government subsidizes each paid meal with both general cash assistance and donated foods.

Payable—salaries earned but not paid and/or items or services received but not paid.

Pricing Program—a program in which a separate identifiable charge is made for meals served to participants.

Provisional CNP Supervisor—a person to whom provisional certification has been issued subsequent to his/her having been employed as an acting CNP director or supervisor. This certification, valid for one year, is renewable each year thereafter upon presentation of six semester hours of applicable credit toward completion of all requirements for permanent CNP certification.

Public Accountant—an individual who meets the qualification standards included in generally accepted government auditing standards for personnel performing government audits.

RCCI—an abbreviation for Residential Child Care Institutions.

Recipient—any person or government department, agency, or establishment that receives federal financial assistance to carry out a program through the Louisiana State Department of Education, but does not include an individual that is a beneficiary of such a program.

Reduced Price Meal—a meal served to a child from a household eligible for such benefits under USDA, FNS, 7CFR Part 245. The child or the household pays \$.40 or less for lunch and \$.30 or less for breakfast.

Reimbursable Breakfast—a meal that meets the school breakfast pattern requirements as specified in CFR 7 Part 220.8 (a), and (b).

Reimbursable Lunch—a meal that meets the school lunch pattern requirements as specified in CFR 7 Part 210.10.

Reimbursement—Federal cash assistance payable to School Food Authorities for breakfasts and lunches meeting the requirement of USDA, FNS, 7CFR Part 220.9 and 210.10 served to eligible children at rates assigned by the state agency.

Responsible Principal or Responsible Individual—

1. a principal, whether compensated or uncompensated, who the state agency or the United States Department of Agriculture, Food and Nutrition Service (FNS) determines to be responsible for an institution's serious deficiency;

2. any other individual employed by, or under contract with, an institution or sponsored center, who the state agency or FNS determines to be responsible for an institution's serious deficiency; or

3. an uncompensated individual who the state agency or FNS determines to be responsible for an institution's serious deficiency.

Revenue (when applied to nonprofit school food service)—all monies received by or accruing to nonprofit school food service in accordance with the state agency's established accounting system including but not limited to children's payments, earnings on investments, other local revenues, state revenues, and federal cash reimbursements.

SBESE—an abbreviation for the State Board of Elementary and Secondary Education.

SBP—an abbreviation for the School Breakfast Program.

School—any public or nonpublic school of high school grade or under recognized by the State Board of Elementary and Secondary Education as eligible to participate in the CNPs administered by the LDOE, provided that requirements set forth in the agreement with the local school board or nonpublic school Sponsor are met or any public or nonprofit private classes of pre primary grade when they are conducted in the aforementioned schools.

School Food Authority—the governing body that is responsible for the administration of one or more schools and which has legal authority to operate the school food service programs therein or which has been otherwise approved by the Louisiana State Department of Education.

SFA—an abbreviation for School Food Authority.

Sole Source—there is only one source of the item.

Single Source—there are several sources of an item but the purchaser receives bids from only one source.

Small Purchase Procedure—a type of procurement method that may be utilized whenever:

1. the aggregate purchase amount of food does not exceed \$15,000 (exception: milk and milk products);

2. the purchases are for highly perishable materials (for example, fresh produce); or

3. the purchase is for materials, equipment and/or supplies under \$15,000. Equipment and supplies costing less than \$15,000, must have no fewer than three telephone, facsimile or written quotations.

Specification—a clear and simple description of an item or service that is identifiable with the current market, that is capable of being checked, that is fair and protective, and that

allows maximum competition in bidding. The use of clear specifications is required with any method of purchasing.

Sponsor—a local school board or governing body of an institution that is legally responsible for the administration of the Child Nutrition Program.

Sponsoring Agency—a local school board or governing body of an institution that is legally responsible for the administration of the Child Nutrition Program.

Standards of Identity—food standards that are regulated by the Food and Drug Administration to describe the nature and character of a given item and to specify the kinds and amounts of ingredients that must go into a product. The standard of identity for a specific food tells what is in it, how it is made, and how the product looks; it also sets limits such as fat and moisture content.

State Agency—the Louisiana State Department of Education.

State Fiscal Year—a period of 12 calendar months beginning July 1 of any year and ending with June 30 of the following year.

Student—an individual for whom instruction is provided in an elementary or secondary education program under the jurisdiction of a school, school system, or other educational institution.

Table of Authorized Large and Small Equipment—a listing of equipment authorized for purchase with use of school food service funds.

Unauthorized Equipment—any equipment that shall not be purchased with school food service funds.

UL—an abbreviation of Underwriters Laboratories.

USDA—an abbreviation for the United States Department of Agriculture.

USDA Commodities—the food items purchased by USDA for donation to nonprofit food service programs.

Verification—confirmation of eligibility for free and reduced price benefits under the National School Lunch or School Breakfast Program.

Visitor—any person who is not a school system employee or student.

Volunteer—any individual who performs duties free of charge for the local school food authority and/or its sites.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:7(5); R.S. 17:10; R.S. 17:82; R.S. 17:191-199. R.S. 1792.

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Title 28
EDUCATION
Index

- Access to Records, 16
- Accounting/Deposit of Funds, 12
- Age Limitations, 115
- Agreement and Application, 117
- Agreement between Sponsor and Department of Education, 3
- Allocations, 103
- Allowable Costs, 135
- Appendices, 40
- Approving Purchases, 78
- Audit Provision, 100
- Audit Requirements, 16
- Audit/Review, 129
- Audits, 24
- Bidding Procedures, 115
- Boarding Schools, 22
- Bond, 98
- Breakfast and Lunch Production Requirments, 42
- Buy American Provision, 100
- Categorical Elibility, 38
- Catering, 8, 58
- Certification Requirements for Child Nutrition Program Directors/Supervisors, 71
- Certified Economically Disadvantages Businesses, 100
- Child Nutrition Program Director/Supervisor, 71
- Claim for Reimbursement, 19
- Code of Conduct, 101
- Commodities Care and Storage, 104
- Commodities Processing, 98, 104
- Commodities Use and Sale, 103
- Competitive Foods, 58
- Compliance Reviews, 24
- Computerized Nutrient Analysis, 41
- Computing Average Meal Cost, 17
- Confidentiality and Disclosure of Eligibility Information, 110
- Content of Meals, 70
- Contract Provisions, 98
- Cooking, 106
- Cooling, 106
- Counter Service, 55
- Daily Participation Report, 8
- Definitions/Abbreviations, 141
- Disaster Relief Feeding Plan, 120
- Donations of Leftover Food/Food Recovery Activities, 60
- Duties and Responsibilities of Directors/Supervisors, 72
- Eligibility Confirmation Bases on Income Information, 37
- Eligible Programs, 69
- Eligible Sites, 69
- Emergency Shut Down Procedures, 121
- Employment Policies, 76
- Equipment Disposal, 79
- Equipment Inventory, 79
- Equipment Purchasing, 78
- Exam Administration Procedures, 75
- Extended School Sessions, 58
- Extra Foods, 115
- Extra Sales, 58
- Extra Sales Accountability, 8
- Extra Sales Prices, 18
- Feeding Sites, 113
- Financial Accountability, 6
- Financial Assistance, 5
- Food Production, 7
- Food Production Manager/Assistant Manager, 75
- Food Salvage at School Sites, 122
- Food Service Manager Qualifications, 75
- Food Service Training Program, 75
- Food Taken From Schools, 111
- Foods/Beverages Allowed in Cafeteria During Meal Service, 61
- Fraud Statement, 111
- Free/Reduced Application Processing, 27
- Geographic Preference, 96
- Gifts, 111
- Gratuities, 112
- Handling Complaints, 109
- Handling of Food Waste, 60
- Hazard Analysis Critical Control Point, 107
- Holding, 106
- Hours of Operation, 115
- Household Size Determination, 31
- Income Determination, 32
- Infant Meal Patterns, 54
- Initial Equipment, 78
- Institutions, 117
- Internal Control, 16
- Kickbacks, 113
- Leasing, 98
- Leftover Food, 111
- Local Level, 1
- Louisiana Office of Emergency Preparedness, 122
- Management Plan And Administrative Budget Approval, 125
- Manager Certification Requirements/Procedures for Degreed Persons, 76
- Manager Certification Requirements/Procedures for Non-Degreed Persons, 76
- Meal Equivalent Factor, 19
- Meal Planning Option Required Documents, 42
- Meal Requirements, 118
- Meal Requirments, 114

EDUCATION

- Meal Substitutions for Medical or Dietary Reasons, 56
- Meal Times/Split Meals, 55
- Meal/Snack Charges, 18
- Menu Planning Options, 43
- National Level, 1
- Net Cash Resources, 7
- Noncompliance, 130
- Nondiscrimination and Confidentiality, 110
- Nonprofit Status, 7
- Non-Resident Firms, 96
- Nonstudent Meals, 57
- Nutrient Standard, 41
- Other Procurement Methods, 96
- Parent and Student Involvement, 55
- Participation Requirements, 2
- Personal Appearance, 77
- Personnel Classifications, 73
- Personnel Guidelines, 73
- Personnel Policies, 76
- Planning, 78
- Plate/Tray Count, 55
- Power Outages, 122
- Preparing, 106
- Pricing Program Requirements, 24
- Procurement Systems, 93
- Program Expenses, 9
- Program Operations, 34
- Property Management Requirements, 13
- Provider Participation, 136
- Provisional Child Nutrition Program Director/Supervisor, 72
- Purchasing, 105, 112
- Purchasing Guidelines, 92
- Questions, 105
- Receiving, 105
- Receiving Gifts, 101
- Record Keeping, 70
- Recordingkeeping for RCCIs and Boarding Schools, 23
- Records, 100, 115
- Reheating, 107
- Reimbursement, 69
- Reimbursement, 128
- Reimbursements, 118
- Removal/Transfer of Equipment, Food, and Supplies, 61
- Rental of School Food Service Equipment, 9
- Required Monitoring, 70
- Required Records, 118
- Residential Child Care Institutions, 22
- Resolution of Financial Obligations, 24
- Retention of Records, 16
- Sample Plates, 107
- School Employees Purchasing Items at Bid Price, 101
- School Meals Verification Process, 35
- Second Serving, 58
- Self Service, 55
- Serving, 106
- Severe Need Breakfast, 21
- SFA Responsibilities, 109
- Shelter Closing Procedures, 122
- Shelter Procedures, 121
- Snack Pricing Procedures, 70
- Source Documents, 13
- Special Functions, 8, 57
- Sponsor, 113
- Sponsor Administrative Operations, 126
- Sponsor Eligibility, 124
- Sponsors, 116
- Staffing for Individual Programs, 77
- State Level, 1
- Statement of Understanding Between the American School Food Service Association and the American National Red Cross with Respect to Emergency Feeding in Disaster, 119
- Storing, 105
- Summer Food Service Program Appeals Procedures, 115
- Takeout Meal Service, 60
- Times of Operation, 69
- Types of Assistance, 120
- Unauthorized Equipment, 79
- Unit Price, 55
- USDA Commodity Foods for Disaster Feeding, 119
- Use of Facility, 60
- Use of Food Waste, 107
- Vendor Instructions, 101
- Verification Completion, 38
- Waiver of Confidentiality, 110
- Warning Statement of Criminal Provisions and Penalties, 113
- Written Contract, 98