

Administrative Procedures for Food Services

(Attachment for Policy No. 808)

Purpose

The goal of the School District of Philadelphia (“District”) is to provide nutrient-rich meal options that students of all ages and backgrounds will enjoy. The District believes that all students deserve access to great meals; accordingly, the District’s menus offer high-quality meals that meet both the USDA standards for school meals and the District’s own internal standards, including our prohibited ingredients list.

Daily consumption of school meals has been shown to improve dietary intake. Students who eat school meals on a daily basis consume more fruits, vegetables, fiber, and whole grains than those who do not. The District’s School Meal Programs were developed to offset food insecurity and are grounded in a health equity approach. The District offers a consistent menu across neighborhoods and income statuses.

Assuring our students have access to meals is a priority for the District. We offer universal free school meals by participating in the Community Eligibility Provision (CEP) offered by the United States Department of Agriculture (USDA). This program allows the District to provide all students with breakfast and lunch at no cost, without collecting students’ household income information or paper applications for free or reduced-price meals. The District’s participation in CEP reduces the stigma that might be associated with receiving free and reduced-price school meals by ensuring all students have access to meals without regard to family income or resources.

Definitions

A la Carte: Any food or beverage sold by the Division of Food Service that is not part of a reimbursable meal.

Food Safety Standards: The set of standards that protect people served by the District’s Food Service programs from foodborne illness by requiring that food preparation areas are clean and sanitary, foods are served and maintained at proper temperatures, and food service staff have standard operating procedures that guide hygiene, sanitation, and service temperatures.

Nutrition Standards: To qualify for meal reimbursement, all meals must meet federal nutrition standards. School meals must offer foods based upon the required components, which may include whole or enriched grains, fruits, vegetables, meats or meat alternatives, and fluid milk. Decisions about the specific foods to serve and the methods of preparation are made by the District.

Nonprogram Food: A food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. Nonprogram foods include but are not limited to adult meals and a-la-carte items.

School Food Authority (SFA): The governing body that has the legal authority to and is responsible for operating the School Meal Program or is otherwise approved by Food and Nutrition Service of the USDA to operate the School Meal Program.

School Meal Program: The National School Lunch Program (NSLP), School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), and At-Risk After School (Supper) meal programs are federally assisted meal programs operating in all District brick and mortar buildings. Nonprofit private schools and charter schools that elect the District to provide meal service are also included in the School Meal Program. The program provides nutritionally balanced meals at no cost to enrolled students each school day.

Procedures

Professional Standards for Food Service Personnel

For purposes of this Policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both District-operated food service programs.

School Food Safety

Food Safety Program

The District shall comply with federal requirements in developing a food safety program that enables District schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[9][10][18]

The District shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[19][26][27]

For additional information and specifics regarding the Food Safety Program, please visit:

 [SDP HACCP](#)

Inspections

The Superintendent or designee shall comply with federal, state, and local requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.

The District shall obtain two (2) safety inspections per year in accordance with federal, state, and local laws and regulations. The District shall conduct self-inspections in accordance with federal, state, and local laws and regulations.[17][18][19][26]

The District shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

For additional information and specifics regarding inspections, please visit:

 [Policy 808 Health Department Inspections](#)

Community Eligibility Provision (CEP) Participation

CEP, a key provision of The Healthy, Hunger Free Kids Act of 2010, allows the District to serve all students free meals without the burden of collecting household applications. This alternative reimbursement model saves the District time and money by streamlining paperwork and administrative requirements. Because all students receive meals at no charge, students are no longer confronted with the stigma associated with free or reduced price status. Offering all students a nutritious breakfast and lunch at no cost, CEP helps boost participation, helping schools ensure more students come to class well-nourished and ready to learn.

For additional information regarding CEP, please visit: [Community Eligibility Provision Resource Center](#)

Charter School Participation in the School Meal Program

The Division of Food Services offers a turn-key program to other SFAs at their request, including charter schools, complete with equipment and trained staff to service the students enrolled in their school. The equipment provided to charter schools by the Division of Food Services is and will remain the property of the District and the Division of Food Services. Further, the Division of Food Services will only provide administrative support and staffing for the charter school while the charter school opts for the Division of Food Services to provide the School Meal Program.

A La Carte Items

The District will not sell a la carte items to students if they do not have the money to pay at time of purchase.

Nonprogram Food

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.

Guidance for Principals

Principals play an important role in ensuring that all students have an ideal school food environment that includes offering students breakfast before and after the bell, allowing students ample time to obtain and eat their meals, and assuring sales of non-compliant snacks and extra food are limited within the building.

- All food offered for sale as fundraisers or offered by an individual or group outside of the Division of Food Services (competitive foods) are limited by Federal Regulation and the District's [Wellness Policy](#) approved by the Board.
- Principals can devise their own system or use the templates on the Division of Food Services website. Each school Principal or designee is responsible for having information about the food fundraisers available for the PA Department of Education. Documentation must be kept for 3 years plus the current school year.
- For more information, please visit:
<https://www.philasd.org/foodservices/employee-information/policy-and-procedures/wellness-policy/>

Maintenance Schedule

These Administrative Procedures will be reviewed upon review of the Policy, or upon the occurrence of a triggering event.

Related Information:

[USDA Guidance for School Food Authorities](#)

[USDA Nutrition Standards for School Meals](#)

[USDA National School Lunch Program Meal Pattern Chart](#)