

Business and Noninstructional Operations

**FOOD SERVICE OPERATIONS/CAFETERIA FUND**

The Governing Board intends that, insofar as possible, the school food services program shall be self-supporting. The Board shall review and approve of menu prices. Program financial reports shall be presented regularly for inspection by the Board.

*(cf. 3100 - Budget)*  
*(cf. 3300 - Expenditures and Purchases)*  
*(cf. 3311 - Bids)*  
*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3552 - Summer Meal Program)*  
*(cf. 5030 - Student Wellness)*

Meal Sales

Adult meals may be offered to employees as a matter of convenience. Insofar as these meals may include federally donated food commodities, their price shall be set higher than that of student meals so as to reimburse the food service program for the total cost of providing adult meals and meet the paid lunch equity guidelines under the United States Department of Agriculture (USDA).

Meal prices, as recommended by the Superintendent/designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760. Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

*(cf. 3553 - Free and Reduced Price Meals)*

The Superintendent/designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with BP/AR 3553 - Free and Reduced Price Meals, 2 CFR 200.426, and any applicable CDE guidance. The Superintendent/designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

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The Superintendent/designee shall ensure that a student whose parent/guardian has unpaid school meal fees or a student who is enrolled in the free or reduced-price meal program is not overtly identified by the use of special tokens, tickets, or other means and is not shamed, treated differently, or served a meal that differs from the meal served to other students. (Education Code 49557, 59557.5)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 0415 - Equity)*

Cafeteria Fund

The Superintendent/designee shall establish a cafeteria fund independent from the District's General fund.

The Superintendent/designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

*(cf. - Federal Grant Funds)*

*(cf. 3440 - Management of District Assets/Accounts)*

*(cf. 3460 - Financial Reports and Accountability)*

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias. These expenditures may include but are not limited to expenditures for lease, purchase or installation of additional cafeteria equipment of the central food processing plant; vending machines and their installation and housing; computer equipment and related software; construction, alteration, or improvement of a central food processing plant; and the lease or purchase of vehicles used primarily in connection with the central food processing plant. (Education Code 39891)

The wages, salaries and benefits of food service employees shall be paid from the district general fund and may be reimbursed from the cafeteria fund to the general fund whenever so ordered by the Board. (Education Code 39902)

*(cf. 3553 - Free and Reduced Price Meals)*

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To increase cost effectiveness, the Superintendent/designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the District.

*(cf. 3550 – Food Service/Child Nutrition Program)*

With Board approval, the District may enter into a contract for management consulting services related to food service on a year-to-year basis.

The Board believes that there are appropriate times when individuals who are not students or District employees should be able to purchase meals at school facilities. These individuals may be:

- Parents and other adult classroom volunteers;
- Parent, sibling, and adult participants in school site activities; or
- Presenters for special programs for staff and/or students.

The cost of meals charged to these individuals shall meet the standards suggested in the guidelines provided by the California Department of Education.

Legal References:

EDUCATION CODE

- 38090-38095 Cafeterias, funds, and accounts
- 38100-38103 Cafeterias, allocation of charges
- 39891 Expenditures from cafeteria fund restricted
- 39900 Cost chargeable against school district funds
- 39902 Employment of persons, cost of wages; reimbursement to general funds
- 42646 Alternate payroll procedure
- 45103.5 Contracts for management consulting services
- 49490-49493 School breakfast and lunch programs
- 49500-49504 School meals for pupils
- 85260 Alternate payroll procedure

Management Resources:

CDE MANAGEMENT ADVISORIES

- 0600.94 Implementation of Education Code 45103.5, 94-111
- 0700.95 Final Rule for the National School Lunch Program and School Breakfast Program, 95-115

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**FOOD SERVICE OPERATIONS/CAFETERIA FUND** (continued)

Management Resources (continued):

CDE PUBLICATIONS

Standards of Excellence for School Nutrition Programs: A Self-Assessment Guide for  
School District Fiscal Policy Teams, 1989

Policy

Adopted: 11/13/90

Revised: 12/05/00

Revised: 08/14/19

CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California