

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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FILED
1991 AUG 21 AM 9 26
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: West Virginia Board of Education TITLE NUMBER: 126

CITE AUTHORITY: WV Code 18-2-5

RULE TYPE: PROCEDURAL INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE _____
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES , NO _____

IF YES, SERIES NUMBER OF RULE BEING AMENDED: 85 (Policy 4320)

TITLE OF RULE BEING AMENDED: Operational Manual of Child Nutrition

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: _____

TITLE OF RULE BEING ADOPTED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS September 30, 1991

\$4.90

Barbara L. Cates
August 20, 1991

HD NO _____ DRAFT NO _____

SUBJECT Child Nutrition Policy Manual 4320 FUND _____

SOURCE OF REVENUE: GENERAL SPECIAL OTHER (SPECIFY) _____

COST ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

INCOME ESTIMATE BASED ON: AN ORIGINAL ESTIMATE BUDGET BILL OTHER (SPECIFY) _____

SHOW OVER-ALL EFFECT IN ITEMS 1 AND 2 AND ITEM 3 GIVE EXPLANATION OF BREAKDOWN BY FISCAL YEAR INCLUDING LONG-RANGE EFFECT

EFFECT OF PROPOSAL	ANNUAL		FISCAL YEAR		
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
1. ESTIMATED TOTAL COST	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
PERSONAL SERVICES	\$	\$	\$	\$	\$
CURRENT EXPENSE					
REPAIRS AND ALTERATIONS					
EQUIPMENT					
OTHER					
2. ESTIMATED TOTAL REVENUES	\$	\$	\$	\$	\$

3. EXPLANATION OF ABOVE ESTIMATES (INCLUDING LONG-RANGE EFFECT):

This policy will require no cost to the Department of Education nor to county school systems.

IMPACTS
FISCAL:

STATE STAFF: Harriet Deel
Thomas Sands

DATE August 9, 1991 AGENCY WV Department of Education

AUTHORIZED REPRESENTATIVE

2/10.

EXECUTIVE SUMMARY
POLICIES OF OPERATION MANUAL
CHILD NUTRITION PROGRAMS

Series 85, Policy 4320

BACKGROUND

Policy 4320.85, Policies of Operation Manual, interpretes regulations regarding School Breakfast, School Lunch, Donated Foods, Special Milk and Free/Reduced Price Meal applications. Further, it provides policy regarding financial management as set forth in Office of Management and Budget Circular A-102. It also details federal requirements of the Assessment, Improvement and Monitoring System (AIMS).

PURPOSE

The proposed revisions are intended to update the policy to reflect changes in United States Department of Agriculture regulations for the various Child Nutrition Programs for the public schools of West Virginia. It operationalizes Federal Code 7 CFR Part 210, 215, 220 and 245 that requires state administering agencies to assist local educational agencies in program management and accountability.

This policy, Series 85, Policy 4320, provides local school districts the required revision needed in order to comply with accountability regulations and other regulatory changes.

SUMMARY OF REVISIONS

- Agency names are updated to current titles.
- Expanded service to pre-primary children is reflected in the Special Milk Program.
- Ratio of costs allocated to breakfast and lunch is revised to reflect the additional required component for breakfast.
- Crediting of juice toward the vegetable/fruit component is clarified.
- The bread/bread alternate component is clarified.
- Household income has been clarified to include student regular part-time earnings and excludes such earnings that are not on a regular basis.
- Fiscal assessment requirements are clarified.
- Language is updated to reflect audit revisions established by the Office of Management and Budget.
- The review process is expanded to include information on Child Nutrition (CN) labels for prepared entrees.
- Limited permissibility for family-style meal service is detailed.
- The requirement for competency testing for new food service personnel is addressed.
- Format and definitions have been updated in the Glossary of Terms.
- Minor editing changes have been made to make the policy more readable.

IMPACT

The policy requires no additional financial outlay. Rather, it provides assistance in management practices and federal accountability requirements.

COMMENTS

Two comments were received, one positive but requested a vacant position be filled. The second comment requested a formula clarification.

TITLE 126
PROCEDURAL RULE
WEST VIRGINIA BOARD OF EDUCATION
CHAPTER 18-2
SERIES 85
POLICY 4320

FILED
AUG 21 AM 9:26
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

Title: Operational Manual of Child Nutrition

Section 1. General

- 1.1 Scope - This procedural rule establishes operational procedures that enhances child nutrition and provides for an efficient operation of the program. The procedures cover the child nutrition program and the school breakfast and school lunch programs.
- 1.2 Authority and Related Code Citation(s) - WV Code 18-2-5
- 1.3 Filing Date - August 20, 1991
- 1.4 Effective Date - September 30, 1991
- 1.5 Repeal of Former Rules - None - This is a revision of former rules filed in 1983, revised in 1990.

Section 2. Incorporation by Reference

- 2.1 Copy of rules and regulations are attached. Copies may be obtained in the office of the Secretary of State and the West Virginia Department of Education, Bureau of Finance and Services.
- 2.2 Summary of rules and regulations below:

SUMMARY OF RULES AND REGULATIONS

State Board Policy Number 4320 authorizes the Child Nutrition Program/Policy Operation Manual to comply with the federal requirements and other State Board policies as these relate to the overall administration of Child Nutrition Programs. The manual is revised and updated periodically.

The Child Nutrition Program/Policy Operation Manual is distributed to school administrators and other personnel involved with the operations of Child Nutrition Programs. The Manual provides vital technical assistance and guidance and contains all state and federal policy statements and program regulations.

Information in the Child Nutrition Program Policy Manual includes the Department philosophy and goals for nutrition and nutrition education for West Virginia children. In addition, the Manual includes state and federal meal requirements for school breakfast and lunch, special milk regulations and instructions for claiming federal reimbursement for eligible meals and milk. There are instructions for completing required records and reports and for handling government donated foods.

Specifications related to financial management include allowable and non-allowable costs, federal procurement regulations, nonprofit status, federal audit requirements including the Assessment, Improvement and Monitoring System (AIMS).

This Manual provides federal eligibility guidelines for free or reduced price meal benefits, and federal requirements for verification of meal applications. Information regarding Civil Rights requirements are included. Policies are detailed which apply to emergency feeding, competitive food sales, catered meals for senior citizens, food service for handicapped children and regulatory provisions for parent and student involvement.

Recommendations for personnel training are described and programs available from the Department of Education are outlined.

Policy 4320: Rules and Regulations for Child Nutrition Operations

The West Virginia Board of Education provides assistance to county boards of education in operation of federally funded child nutrition programs in schools. The Board's approval of policy 4320 will transmit federal regulatory revisions to school administrators, food service supervisors and others concerned with quality and accountability of child nutrition programs in schools.

FOREWORD

This policy manual is provided to school administrators, school food service supervisors and others concerned with the advancement of child nutrition programs in our West Virginia Schools. By observing these state and federal policies, schools throughout the state will be better able to: -

1. Provide nutrition programs needed by the students each serves;
2. Up-grade and expand available services;
3. Provide attractive, nutritionally balanced meals to all students; and
4. Help students develop sound food habits.

The philosophy of the West Virginia Board of Education, set forth in this policy enhances the school's ultimate goal - physically fit adults. The following policies reflect the concerns of parents and other interested citizens.

Henry Marockie
State Superintendent of Schools

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) CHILD NUTRITION PROGRAMS

Seven separate Child Nutrition Programs are administered by the United States Department of Agriculture, Division of Food and Nutrition Service:

1. National School Lunch Program
2. School Breakfast Program
3. Child Care Food Program
4. Summer Food Service for Children
5. Special Milk Program
6. Nutrition Education and Training
7. Donated Foods Program

These programs are authorized by the National School Lunch Act of 1946 and the Child Nutrition Act of 1966. All are administered by the West Virginia Department of Education, except the Donated Foods Program which is under the West Virginia Department of Health and Human Services Resources. A brief description of each program follows:

National School Lunch Program - The National School Lunch Program assists in providing nutritious lunches to students in public and non-profit private schools of high school grade and under and in non-profit residential child care institutions.

School Breakfast Program - The School Breakfast Program was established by the Child Nutrition Act of 1966 as a pilot project and aimed only at schools with large numbers of needy children or students who traveled long distances to school. Today, the program is available to all public and private schools and to non-profit residential child care institutions.

Child Care Food Program - The Child Care Food Program operates year-round in non-residential institutions which provide care for children in: day care centers, Head Start centers, outside-school-hours care centers and family day care homes; Attending participants are served breakfast, lunch, suppers and snacks, as needed.

Summer Food Service Program for Children - The Summer Food Service Program for Children provides meals to children during extended school vacation periods (more than three weeks). The program may be sponsored by any public or private non-profit, non-residential institution where at least one-half of the children are eligible for free or reduced price school meals. In addition to these institutions, residential camps may also sponsor the program and receive reimbursement for meals served to economically needy children.

Special Milk Program - The Special Milk Program makes it possible for split session kindergarten and/or other pre-primary children who do not have access to other meal service and all children attending a school without a food service program to purchase milk at a reduced price - or if they are eligible, to receive milk free. Schools, summer camps and institutions which participate in other federal-state child nutrition programs may not participate in the Special Milk Program.

REIMBURSABLE BREAKFASTS

In order for a breakfast to be considered a reimbursable meal, 1) the four required food items must be offered to all students and 2) the serving sizes offered must be consistent with the minimum quantities identified on page B - 2.

Reimbursement for only one breakfast per day may be claimed for a student who is:

- enrolled in the educational program of the School Food Authority (SFA);
- in attendance at the time of meal service; and
- claimed by eligibility category established by currently approved free or reduced meal application.

Second breakfasts consumed by students must be converted to non-reimbursable lunches using the formula, ~~two-breakfasts-equal one-lunch~~ one breakfast equals three-fourths of a lunch. At the end of each month, ~~divide~~ multiply the total number of second breakfasts served by ~~two~~ .75 and record this figure in column 11 on Form WVDE 43-10-30S [G - 30.1].

Returned unopened milk, juice, or other foods served to children may not be served as a part of another reimbursable meal.

VEGETABLE/FRUIT COMPONENT

Minimum quantities for students, grades K-12:

	Grades K-3 ages 5-8 (Group III)	Grades 4-12 age 9 and over (Group IV)
Two or more servings of vegetables or fruits or both to total	1/2 cup	3/4 cup

The required servings must consist of two or more fruits or vegetables. Menu items such as fruit cocktail and mixed vegetables are counted as one item. Chef's salad or a fruit plate with cottage cheese, are considered as two or more servings and will meet the full requirement if being served as the entrée.

~~Full-strength-fruit-or-vegetable-juice-may-not-be-counted-to-meet more-than-one-half-of-the-vegetable-fruit-requirement. Any product-either-liquid-or-frozen-labeled-"juice,"-"full-strength juice,"-or-"reconstituted-juice"-is-considered-full-strength-juice.~~

In order for juice to meet the fruit/vegetable requirement at least 100% full strength juice must be used to equal only one-half the requirement or 3/8 cup. If 50% juice is used, the amount must be doubled (one cup) to equal the 3/8 cup.

Cooked dry beans or peas may be used to meet the meat/meat alternate requirement or the vegetable/fruit requirement, but not both in the same meal.

Include a vegetable or fruit rich in vitamin A at least twice a week and a vegetable or fruit rich in vitamin C at least two or three times a week. Refer to the United States Department of Agriculture (USDA) Menu Planning Guide for suggestions.

~~The-USDA-Menu-Planning-Guide,-pages-15-and-16,-contains-further information-on-the-vegetable-fruit-component. On-pages-10-and-11, the-chart-of-foods-for-use-in-school-lunches-and-breakfasts-lists vegetables-and-fruits-rich-in-vitamins-A-and-C.~~

BREAD/BREAD ALTERNATE COMPONENT

Minimum quantities for students, grades K-12:

	Grades K-3 ages 5-8 (Group III)	Grades 4-12 age 9 and over (Group IV)	Grades 7-12 age 12 and over (Group V)
Servings of bread or bread alternate.	8 per week	8 per week	10 per week

A serving is:

- . one slice of whole-grain or enriched bread;
- . a biscuit, roll, muffin, etc., whole-grain or enriched;
- . 1/2 cup of cooked whole-grain or enriched rice;
- . 1/2 cup of macaroni, noodles, other whole-grain or enriched pasta products, or other cereal grains such as bulgur or corn grits; or
- . a combination of any of the above.

~~At least 1-2 serving of bread or an equivalent quantity of bread alternate for Group I, and one serving for Groups II-V, must be served daily.~~

At least one serving of bread or bread alternate must be served daily.

~~In order for an item to be counted toward meeting the bread requirement, it should be at least one-fourth of a serving.~~

Only bread/bread alternates that are customarily served as an accompaniment to ~~or a recognizable integral part of~~ the main dish may be used to meet the bread requirement. Dessert and snack-type foods, such as cakes, cookies, dessert pie crust, hard thin pretzels and corn chips may not be counted to meet the bread requirement because they do not accompany any known main dish.

Enriched macaroni products with fortified protein may be used to meet a part of the meat/meat alternate requirement or to meet the bread/bread alternate requirement, but not both in the same meal.

Refer to the United States Department of Agriculture (USDA) Food Buying Guide for Child Nutrition Programs (1990), Bread and Bread Alternates Section, for weights of servings and a detailed list of breads and bread alternates.

A LA CARTE

A la carte meal service for students and/or adults at lunch is not permitted. Each meal must be priced and served as a unit. With this West Virginia Department of Education (WVDE) regulation, individual food items such as extra sandwiches, breads or any other menu items may not be priced and sold separately.

Alternatives to a la carte are:

- Super Lunches can be sold at an increased charge. Super lunches include larger portions and/or extra food items. Students may purchase these meals.
- Second meals must be counted as non-reimbursable meals.

BACKGROUND

Donated foods are agricultural commodities which the United States Department of Agriculture (USDA) makes available to various food program outlets including public and private schools and summer camps.

The amount spent for donated foods is determined by the United States Congress and is based on a certain money value per lunch served. Each state is notified of its dollar entitlement based on the rate per meal.

In West Virginia, the West Virginia Department of Health and Human Resources Services is the distribution agency for USDA donated foods. Each School Food Authority (SFA) must sign an agreement [D - 30.1] with the Distributing Agency (DA) in order to receive donated foods. The agreement assures the West Virginia Department of Health and Human Resources Services that donated foods will be distributed properly to schools and upon receipt by the schools, the food will be properly stored, inventoried and utilized by child nutrition programs.

There are two types of USDA foods which are available:

1. those which are purchased by USDA for use in specific programs such as the child nutrition program; and
2. those which are made available to schools and institutions as a result of price support of agricultural commodities.

The three groups of foods within the two types of USDA foods are:

1. Group A - fruits, meats and vegetables;
2. Group B - grains and oil products; and
3. Bonus items - butter, cheese and milk, and also some Group A bonus items.

The SFA is billed for transportation and storage costs. This cost may be passed on to the local school.

PROCEDURE FOR REQUESTING DONATED FOODS

The School Food Authority (SFA) food service supervisor distributes to individual schools the West Virginia Department of Health and Human Resources Services request Form ES-DF-05 [D - 30.2] which includes instructions for completion and a date to be returned to the SFA. Based on the schools' requests, the SFA then orders United States Department of Agriculture (USDA) donated foods on or by the 15th of each month. Request forms must be returned to ~~DHS~~ the Department of Health and Human Resources (DHHR) even though food items are not requested. Copies of the request form will not be accepted; the original form must be returned. Any request forms which are not received by ~~DHS~~ DHHR on the due date will not be honored. Any USDA donated food item included on the request Form ES-DF-05 may also be used for training (home economics classes, vocational foods classes, school food service training and Nutrition Education and Training (NET)).

INVENTORY

The West Virginia Department of Health and Human Resources Services requires that a perpetual inventory be kept at each school for all United States Department of Agriculture (USDA) donated foods. Donated foods inventories shall not be removed from the premises. These records must be current and available for review by a field representative from the Department of Health and Human Resources Services. Reviews by the Department of Health and Human Resources Services-Department are made annually with follow-up reviews on negative findings. [D - 30.3]

LOSS OR DAMAGE TO DONATED FOODS

Loss or damage to United States Department of Agriculture (USDA) donated foods, from any cause whatever, shall be reported immediately to the Department of Health and Human Resources Services [D - 30.4 and D - 30.4a]. Full restitution shall be made to the Department of Health and Human Resources Services for any loss or damage to donated foods resulting from failure to provide facilities for proper care or from any acts of negligence on the part of the School Food Authority (SFA) or local school.

Donated foods which are found to be damaged or out of condition and are determined to be unfit for human consumption by federal, state or local health officers shall be disposed of only in accordance with instructions received from the Department of Health and Human Resources Services.

Special care must be taken during the summer months and school vacations to ensure that storage practices do not allow loss or damage of foods [D - 30.5].

PURPOSE

United States Department of Agriculture (USDA) reimbursement enables schools without other food service programs to sell milk to students at a rate lower than cost. In participating schools, students determined eligible may receive milk free if the School Food Authority (SFA) elects to serve it. The SFA may or may not choose to provide free milk to students determined eligible by applications used for free or reduced price meals.

Current USDA regulations permit only schools and institutions without other food service programs to participate in the special milk program and to serve an unlimited number of half pints of milk to a student at any time during the school's established milk breaks or meal periods.

Effective with the passage of P.L. 99-661, split session pre-kindergarten and kindergarten children may participate in the Special Milk Program if they do not have access to any school meal (school lunch or school breakfast). Whenever possible all children attending a school shall have access to either the school lunch or the school breakfast program.

"Split Session" is defined as an educational program which operates for approximately one-half of the normal school day.

CHARGES AND REIMBURSEMENT

The charge to students for milk shall not exceed the difference between the current rate of reimbursement and the cost of the milk plus an established distribution cost of no more than two cents per half pint.

Schools without food programs participating in the Special Milk Program are required by United States Department of Agriculture (USDA) regulations to document the actual cost of serving milk to students. Operating balances in excess of two months must be reduced by serving milk free to students or by reducing the cost to the students.

Schools serving/selling special milk to Kindergarten and/or pre-primary students should report any income from milk sold on 43-10-30S.

The charge to adults shall not be less than the cost of the milk. Reimbursement for milk served to adults is not permitted.

In non-pricing programs, all milk served through the Special Milk Program is reimbursed at the current rate of reimbursement per half pint.

INCOME

Income to be reported on the household's free and reduced price meal application form is a gross figure and generally is considered to be any monies received on a recurring basis. Specifically, gross income means money earned before deductions for income taxes, employee's social security taxes, insurance premiums, charitable contributions, bonds and the like. Income includes the following:

- payments of money for services, including wages, salary, commission or fees;
- social security;
- dividends or interest on savings or bonds;
- income from estates or trusts;
- supplemental security income;
- public assistance or welfare payments;
- unemployment compensations;
- government civilian employee or military retirement or pensions;
- veterans' payments;
- private pensions or annuities;
- alimony or child support payments;
- regular contributions from persons not living in the household;
- net income for self-employed farmers and business-persons, rental income and royalties; and
- students regular part time earnings; and
- other cash income.

Other cash income would include cash amounts received or withdrawn from investments, trust accounts and other resources, which would be available to pay the price of a child's meal.

Certain items of income are not to be reported on the application. Such income includes the following:

- food stamps;
- benefits received under the National School Lunch and Child Nutrition Acts;
- monies received by volunteers for services performed under such programs authorized by the Domestic Volunteer Services Act of 1973, as amended;
- military base housing or other subsidized housing, medical and dental services;
- student financial (cash) assistance, such as grants and scholarships;
- loans; and
- student earnings such as paper routes or babysitting that are not a regular part time job.

If the family is unemployed a figure must be given even if this figure is zero (0). The word "none" is not accepted by United States Department of Agriculture (USDA).

When there is a temporary reduction of income, eligibility should be determined on the present rate of income rather than on regular annual income. The approving official should issue temporary approval of the application. The temporary approval should cover no more than three pay periods after income has been restored.

THE MANAGEMENT EVALUATION

The Management Evaluation, a comprehensive review, is conducted periodically in participating schools. During a Management Evaluation the following aspects of the program are reviewed:

- analysis of the meal;
- menu planning and meal service;
- free and reduced price meal policies;
- civil rights compliance;
- purchasing practices and utilization of United States Department of Agriculture (USDA) donated foods;
- sanitation and safety;
- facilities and equipment;
- participation/production records; and
- Nutrition Education and Training (NET) activities.

A record of the review is made on the form entitled "Child Nutrition Programs, Management Evaluation" [H - 30.1]. The back of each page of the Management Evaluation form will define the items monitored.

Items which should be available for review at the time of the Management Evaluation:

- active enrollment;
- estimated average daily attendance;
- attendance on date of review;
- Policies of Operation Manual;
- previous two months reports (participation and financial) and invoices;
- checkbook, deposit slips, bank statements;
- equipment inventory;
- Policy Statement (collection method, offer vs serve policy);
- applications for free/reduced price meals;
- master list of students eligible for free/reduced price meals;
- file of verification procedures and information;
- enrollment and number of students eligible for free/reduced price meals by race;
- documentation of student/parent involvement;
- production records;
- Child Nutrition (CN) labels or product analysis information; and
- Inspection report for food service establishments. [H - 30.8]

**ASSESSMENT PROCEDURE
MEAL COMPONENTS AND QUANTITIES**

During Management Evaluations the West Virginia Department of Education (WVDE) coordinator will determine if the meal served on the day of the review contains the components and quantities to meet meal pattern requirements. If the components and/or quantities are inadequate to meet United States Department of Agriculture (USDA) requirements, an assessment will be made for all reimbursement for that day's meal. If the school has a choice of menus and only one menu is inadequate in components and/or quantities, the section 4 (total meals) reimbursement can be assessed, or a percentage of meals served may be assessed.

In schools with two serving lines, the line serving the menu choice with inadequate components and/or quantities is assessed.

When reviewing for Assessment, Improvement and Monitoring System (AIMS) or Management Evaluations menus for the previous two week period will be reviewed using the production records. Meals determined to contain insufficient components in required portion size shall be found out of compliance.

AUDITING

The Office of Management and Budget (OMB) Circular A-128 establishes uniform audit requirements for state and local governments, or their subdivisions, that receive Federal financial assistance. The Circular requires recipients and subrecipients of Federal financial assistance to arrange for independent audits of financial operations, including compliance with certain provisions of Federal laws and regulations, and to assure that single audits are made in accordance with Circular A-128.

The audit of all fiscal accounts will be conducted by auditors from the West Virginia State Tax Commission. In order to meet the program audit requirements as set forth in the United States Department of Agriculture (USDA) Audit Guide for school programs, the West Virginia State Tax Commission Office will, upon the completion of the audit of the fiscal accounts, appoint a private auditor or certified public accountant to conduct a program audit for the child nutrition program funds. Each School Food Authority (SFA) will be charged by the private auditing firm for the child nutrition program portion of the audit. The SFA will be charged a per diem fee and expenses by the West Virginia State Tax Commission for the commission's fiscal portion of the audit.

The findings or recommendations concerning the child nutrition program audits must be reviewed immediately by the West Virginia Department of Education (WVDE). Notice of audit findings and recommendations shall be forwarded to the SFA within ten days. WVDE shall work toward resolution of the findings within 90 days.

Child Nutrition Program Audit Requirements

<u>Sponsor Type</u>	<u>Annual Amount of Total Federal Funding</u>	<u>National School Lunch Program, School Breakfast Program, Summer Food Service Program, Special Milk Program</u>
Governmental-OMB A-128 (Includes Public Schools)	Under \$25,000	None
	\$25,000 - \$100,000	Organization-wide or Program Annually
	Over \$100,000	Organization-wide Annually
Non-Governmental-OMB A-110 A - 133	Under \$25,000	None
	Over \$25,000	Organization-wide <u>or Program</u> <u>Annually or</u> Biennially

Performance Standards

3. The system for counting and claiming meal totals for paid, free and reduced meals claimed for reimbursement at both the School Food Authority (SFA) and school is accurate.

Review Process

Reviewers will observe and analyse the school's counting and recording systems.

Reviewers check monitoring reports by the SFA.

Reviewers check to see if the system (point of service and payment options) prevents overt identification.

The school's system for collecting, counting and depositing of money is reviewed.

The school's claim for reimbursement is reviewed for accuracy.

The SFA's system for consolidating the claim for reimbursement is reviewed for accuracy.

4. Meals claimed for reimbursement within the SFA contain food components (and quantities) as required by regulations.

~~On-site observations of meal prepared and review of past menus and production records are made.~~

On-site observation of meal preparation, meal service, a review of past menus and production records, availability of Child Nutrition (CN) labels for prepackaged, prepared or frozen food items served.

Fiscal action shall be taken on both first and second reviews for any degree of violation of AIMS Performance Standard 2-3-4.

ASSESSMENT, IMPROVEMENT AND MONITORING SYSTEM (AIMS)
SECOND REVIEW

School Food Authorities (SFAs) found to exceed second review threshold for Performance Standards 2, 3 and 4 must have second reviews. The first and second reviews are to be conducted within the same school year, if possible. However, second reviews shall be completed no later than December 31 of the year following the year of the first review.

The West Virginia Department of Education (WVDE) must assess and recover funds on newly discovered or continuing performance standard deficiencies whether they exceed a second review threshold or not. Corrective action plans must be amended or extended if any performance standard second review threshold is exceeded on second reviews.

The WVDE will conduct follow-up reviews to ensure compliance with second review threshold deficiencies.

COMPETENCY TESTING FOR FOOD SERVICE PERSONNEL

Effective July 1, 1991, county boards of education shall provide competency tests for all new service personnel applicants in each specific classification title. This applies to applicants for either regular or substitute positions.

As specified in State Code 18A-4-8e, these competency tests are intended to determine whether applicants are qualified for a specific classification title. They are not to be used to evaluate employees' skills or performance in their currently held categories.

For testing purposes, all food service class titles: Cook I, II, III and Cafeteria Manager, are considered the same classification. Therefore, the same competency test will be administered to all food service applicants.

All competency tests are developed by the Bureau of Vocational, Technical and Adult Education of the West Virginia Department of Education. Vocational schools serving the local county boards of education administer them.

After July 1, 1991, only these approved competency tests may be administered by boards of education. Locally developed tests are prohibited under this section of the state code.

SAFETY AND SANITATION

To avoid health and safety hazards, only authorized school food service personnel shall be allowed in the food preparation and serving areas. Use of tobacco shall not be permitted in the school food preparation and service areas.

It is recommended that food service personnel wear clean uniforms. Approved hair restraints are required.

Students working in the food service area must wear hair restraints and a smock or full apron. These garments shall be stored in the food service area and shall be laundered as needed.

To ensure that foods are served at proper temperatures, plates or trays should be filled only as the students pass through the line. In schools, family style is not permitted for students and/or adults, except for Head Start and preschool child care programs.

Extreme care should be taken during preparation and serving of food to avoid contamination or spread of communicable diseases.

SECTION M

DEFINITIONS

GLOSSARY OF TERMS

ACT - Means the National School Lunch Act, as amended.

ADA - Average Daily Attendance.

ADC - Aid to Dependent Children.

ADULT - staff members and employees of a school or child care institution including all faculty, supervisory, past secondary students, student teachers and other personnel.

ADULT BREAKFAST - a breakfast which is sold to an adult for the full price as established by the state and local board of education.

ADULT LUNCH - a lunch which is sold to an adult for the full price as established by the state and local board of education.

AFDC - Aid to Families with Dependent Children.

AFDC ASSISTANCE UNIT - Any individual or group of individuals which is currently certified to receive assistance under the Aid to Families with Dependent Children Program in a State where the standard of eligibility for Aid to Families with Dependent Children (AFDC) benefits does not exceed the income eligibility guidelines for free meal or milk benefits.

AIMS - (ASSESSMENT, IMPROVEMENT, MONITORING SYSTEM) - a federal monitoring system which is implemented in cooperation with the State Agency to assist in identifying operational and management problems and to take corrective action when needed.

APPEAL - the right of appeal by a parent or guardian, child or school or county employee to the state superintendent for an impartial decision.

ASFSA - (AMERICAN SCHOOL FOOD SERVICE ASSOCIATION) - a non-profit, professional organization dedicated to the health and well being of the nation's children. Membership is open to persons engaged in non-profit school food service or related activities in public and private schools, colleges and universities.

ASSESSMENT PROCEDURE - procedure whereby money is reclaimed from a school when a finding is made by the West Virginia Department of Education (WVDE) or United States Department of Agriculture (USDA).

BOX OR BAG LUNCH - a meal, usually served cold, which meets federal requirements for the school lunch. Each item is individually wrapped or packaged in a moisture-proof container. The disposable eating utensils, napkins, and straws are generally wrapped as a unit and included in the package.

DA - (Distributing Agency) agency responsible for donated foods - Department of Health and Human Resources Services.

DEPARTMENT - the West Virginia Department of Education.

DEPRECIATION - a reasonable allowance for the deterioration, wear and tear and obsolescence of non-expendable equipment used primarily in connection with the operation of a food service facility.

DIRECT COSTS - expenses which are readily identifiable as the part of the total cost applicable to the school food service operation. (Examples: cost of food, cooks' salaries, supplies.)

DISTRIBUTION COST - (of Special Milk Program) - direct expenses incurred by the school or child care institution in connection with the sale, handling or serving of milk.

DONATED FOODS - agricultural commodities which United States Department of Agriculture (USDA) makes available to various food program outlets including public and private schools and summer camps.

ECONOMIC UNIT - A group of related or unrelated people who share housing and/or all significant income and expenses of its members.

EMANCIPATED STUDENT - 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.

ENRICHED - a process by which the nutrients thiamin, riboflavin, niacin and iron are replaced in refined grains and grain products.

EQUIPMENT - articles and physical resources other than land or buildings used for receiving, storing, preparing, transporting or serving food.

EXTRA MILK - milk sold to children exclusive of milk served as a component of the breakfast or lunch and for which no reimbursement is claimed.

FAMILY - a group of related or non-related individuals who are not residents of an institution or boarding house, but who are living as one economic unit.

FISCAL YEAR - (Federal) - the period of 12 calendar months beginning October 1 and ending with September 30 the following calendar year.

FISCAL YEAR - (State) - the period of 12 calendar months beginning July 1 and ending June 30 the following calendar year.

FNIC --the Food and Nutrition Information and Educational Materials Center. The Center houses audio-visual and printed materials related to school food service.

FNS - the Food and Nutrition Service of the United States Department of Agriculture (USDA).

SCHOOL DAY - the time between the arrival of the first child at school and the end of the last scheduled instructional period.

SCHOOL IN SEVERE NEED - a school eligible for rates of reimbursement for free and reduced price breakfasts which are in excess of the current average payments.

SCHOOL YEAR - means a period of 12 calendar months beginning July 1 of any year and ending June 30 of the following year.

SECTION 4 - the section of the National School Lunch Act which describes how funds shall be apportioned among the states for an average reimbursement per lunch per child.

SENIOR HIGH SCHOOL STUDENT:

1. any student enrolled in a 3 year high school (grades 10-12)
2. any student enrolled in a 4 year high school (grades 9-12)
3. in a 5 or 6 year secondary school either:
 - a. students enrolled in grades 10-12
 - b. students enrolled in grades 9-12

as determined by the local School Food Authority.

SERVING PERIOD - the period of time which is normally required to serve a school breakfast or lunch. The serving period should provide approximately ten minutes of eating time after service of breakfast and twenty minutes of eating time after service of lunch.

SDA - Agency responsible for donated foods - West Virginia Department of Health and Human Resources Services.

SFA - (SCHOOL FOOD AUTHORITY) - the governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a breakfast or lunch program therein.

SMP - Special Milk Program.

SPECIAL MILK - Milk sold to children at a reduced price or given free to eligible children. Schools participating in the federal food service program may not participate in the Special Milk Program. Schools may participate in the Special Milk Program for split-session kindergarten and/or other pre-primary programs in which children do not have access to the meal service.

SPLIT SESSION - an education program which operates for approximately one-half of the normal school day.

SPONSOR - the governing body responsible for the administration of one or more schools or residential child care centers.

STATE AGENCY - the State Educational Agency.

126-85

POLICIES OF OPERATION MANUAL

§4320

Child Nutrition Division

West Virginia Department of Education



WEST VIRGINIA BOARD OF EDUCATION

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FOREWORD

This policy bulletin is a guide to school administrators, school food service supervisors and others concerned with the advancement of child nutrition programs in our West Virginia Schools. By observing these state and federal policies, schools throughout the state will be better able to:

1. Provide the nutritional services needed by the boys and girls each serve;
2. Up-grade and expand the school food services available;
3. Provide attractive, nutritionally balanced meals to all students; and
4. Help students develop sound food habits.

The philosophy of the West Virginia Board of Education, set forth in this policy bulletin, is designed to meet the school's ultimate goal - physically fit adults. The following policies reflect the concerns of parents and other interested citizens.

ORGANIZATION AND USE OF THE POLICIES OF OPERATION MANUAL

A description of the organization of this manual and how to use the indexing system is the purpose of this introduction.

The manual is divided into an introductory section [A] explaining the roles of local, state and federal governmental agencies, ten specific topics [B - L] of the Child Nutrition Program and a closing section, definitions [M].

The 12 sections are color coded while all exhibit pages are white. Exhibits are distributed throughout the manual and follow sections to which they primarily relate. However, cross reference does occur among sections.

Each section begins with a table of contents followed by color coded pages numbered numerically. In addition, individual sections are identified by a letter of the alphabet.

Thus all yellow pages beginning with the letter C relate to School Lunch while all blue pages beginning with the letter F relate to Free/Reduced Policies.

All white pages beginning with the letter F relate to an exhibit in Free/Reduced Policies while all white pages beginning with the letter C relate to School Lunch.

All exhibit page numbers begin with the letter of the section to which the exhibit relates. This is followed by the numeral 30 which is the exclusive designation of the exhibit section.

Thus an exhibit marked G - 30 in the lower right hand corner would be found in the Financial Management section whereas one marked B - 30 would be found in the School Breakfast section.

A listing of all sections and identifying codes follows:

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Orange	Special Milk	E
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CHILD NUTRITION PROGRAMS IN WEST VIRGINIA

HISTORY

School food service gained national emphasis during the depression days. As part of the national effort to combat depression in the early 1930's, the National Youth Association and the Works Progress Administration were established, both of which provided federal funds for employment in school lunch programs. In 1935, Congress authorized a direct purchase and distribution program for surplus farm products to needy families, charitable institutions and non-profit school lunch programs. When food demands of World War II eliminated farm surpluses, an interim cash assistance program was initiated which proved to be a forerunner to permanent legislation. In 1946, after World War II draft statistics indicated that one-third of all men rejected for military service were physically unfit due to nutritional deficiencies, the National School Lunch Act was enacted to provide funds to schools for each lunch served students.

Acting upon the testimony of the Surgeon General, who stated emphatically that money was being wasted in trying to educate children with half-starved bodies, Congress defined the purpose of the National School Lunch Act:

"It is hereby declared to be the intent of Congress, as a measure of national security, to safeguard the health and well-being of the nation's children and to encourage the domestic consumption of nutritious agricultural commodities and other food, by assisting the states, through grants-in-aid and other means, in providing an adequate supply of food and other facilities for the establishment, maintenance, operation and expansion of nonprofit school lunch programs..."

In 1954, the Special Milk Program was enacted to increase children's consumption of fluid milk. During the 1960's as a result of national awareness of hunger and malnutrition in the United States (as portrayed on the CBS documentary "Hunger in America" and substantiated by the Ten State Nutrition Survey, conducted by the Department of Health, Education and Welfare), the School Breakfast Program, Child Care Food Program and the Summer Food Service Program were established on a pilot basis. In 1966, the Child Nutrition Act was passed, which complemented the program provided under the School Lunch Act. In 1970, new amendments to the National School Lunch Act and the Child Nutrition Act brought about substantial changes and program expansion.

During the 1970's a series of amendments provided: permanent authorization of the School Breakfast and Child Care Food Programs; changes in the meal pattern; "offer versus serve" provisions for older children; establishment of a national advisory council; and a three-year authorization of the nutrition education and training program.

INTRODUCTION

Educators and the public generally agree that a nutritionally adequate Child Nutrition Program is an essential part of the total education system. It must then be well planned, organized and administered at all levels - national, state and local.

The National School Lunch Program - a forerunner to all the Child Nutrition Programs - was enacted....

...."to safeguard the health of the nation's children"....

The program was not designed as a welfare or income-transfer program, but solely as a health education program. Although subsequent legislation has provided incentives to encourage participation of children from low income families (based upon the greater incidence of nutritional problems among these children), Congress has continued to recognize that nutritional need is not limited to specific income groups.

In 1977, Congress recognized the need and potential value of nutrition education by enacting Public Law 95-166, thereby providing a mechanism whereby nutrition education can be coordinated with the school food services.

At this juncture, when accountability of all public programs is a vital issue, it is important to continue to improve and strengthen the child nutrition program. The General Accounting Office report, The National School Lunch Program - Is It Working?, was issued in 1977 by the Comptroller General to the United States Congress. The report included a number of recommendations concerning the administration of the child nutrition programs. These recommendations remain viable today:

- . develop systematic evaluations of the program;
- . improve cost-effectiveness;
- . increase levels of participation; and
- . reduce plate waste.

In the midst of the push toward greater fiscal accountability and automated data processing it is important that the basic purpose of the National School Lunch Program - "to safeguard the health of the Nation's children" - be remembered and that progress toward this objective be documented. Progress depends upon continuous evaluation, direction and improvement to ensure that each child's nutritional needs are met. The program can only benefit from meaningful student involvement and community understanding.

Faith Gravenmier

Faith Gravenmier, Director
Child Nutrition Programs

In developing plans for the 1980's, the United States Department of Agriculture has identified several priorities: (a) assess, improve and strengthen food service management systems; (b) operate more efficiently; (c) integrate food service and nutrition education and (d) involve students, parents, teachers and school administrators. Although adequate facilities, enabling state and federal legislation and a sound financial system all are necessary, the ultimate success and effectiveness of the child nutrition program is dependent upon full support and cooperation at all administrative levels and upon trained personnel.

PHILOSOPHY (West Virginia Department of Education)

The primary responsibility of the food service program is to the child and the child's nutritional needs - the child in school (public and private)... the child in institutional surroundings... the child in a special classroom. Each has equally important food needs.

An effective food service makes available to all children a nutritionally adequate noon-day meal as an extension of classroom activity. School breakfast and supplemental nourishment are added as needed for the children involved.

All meal service in the lunchroom shall conform to the nutritional standards prescribed and shall be priced and served as a unit. Any other food or beverage sold on school premises at any time during the school day should provide protein, vitamins and minerals in a satisfactory balance with calories in order to contribute to the nutritional quality of the meals served at school.

Non-nutritious foods - namely, candy, soft drinks, chewing gum and flavored ice bars - shall not be sold during the school day. (i.e., that period of time between the scheduled arrival of the first child at school and until the departure of the last curricular bus)

LONG RANGE GOALS FOR CHILD NUTRITION PROGRAMS

I. Provide equal opportunities for children through:

- . program extension in non-school situations;
- . increased lunch participation in school situations;
- . upgrading facilities, equipment and services;
- . provision of free and reduced price meals to eligible children;
- . prevention of overt identification;
- . program extension of the school breakfast program; and
- . increased participation in the school breakfast program.

II. Utilize federal, state and local resources through improved:

- . food delivery systems;
- . accountability;
- . property management;
- . inventory control;

- . purchasing standards and policies;
- . audit plans;
- . simplified reporting systems; and
- . automatic data processing.

III. Protect the health and well-being of children by:

- . maintaining high nutritional standards;
- . upgrading food services;
- . eliminating sale of foods of minimal nutrition;
- . providing viable choices within meal patterns;
- . developing training programs for all food service personnel;
- . implementing nutrition education programs for all children;
- . maintaining liaison with related state and federal agencies;
- . improving public relations;
- . providing needed community services; and
- . providing training for administrators and record keeping personnel.

USDA CHILD NUTRITION PROGRAMS

Seven separate Child Nutrition Programs are administered by the United States Department of Agriculture, Division of Food and Nutrition Service:

1. National School Lunch Program
2. School Breakfast Program
3. Child Care Food Program
4. Summer Food Service for Children
5. Special Milk Program
6. Nutrition Education and Training
7. Donated Foods Program

These programs are authorized by the National School Lunch Act of 1946 and the Child Nutrition Act of 1966. All are administered by the West Virginia Department of Education, except the Donated Foods Program which is under the West Virginia Department of Human Services. A brief description of each program follows:

National School Lunch Program - The National School Lunch Program assists in providing nutritious lunches to students in public and non-profit private schools of high school grade and under and in non-profit residential child care institutions.

School Breakfast Program - The School Breakfast Program was established by the Child Nutrition Act of 1966 as a pilot project and aimed only at schools with large numbers of needy children or students who traveled long distances to school. Today, the program is available to all public and private schools and to non-profit residential child care institutions:

Child Care Food Program - The Child Care Food Program operates year-round in non-residential institutions which provide child care such as day care centers, Head Start centers, outside school hours care centers and day care homes. Attending children are served breakfast, lunch, suppers and snacks, as needed.

Summer Food Service Program for Children - The Summer Food Service Program for Children provides meals to children during extended school vacation periods (more than three weeks). The program may be sponsored by any public or private non-profit, non-residential institution where at least one-half of the children are eligible for free or reduced price school meals. In addition to these institutions, residential camps may also sponsor the program and receive reimbursement for meals served to economically needy children.

Special Milk Program - The Special Milk Program makes it possible for all children attending a school without a food service program to purchase milk at a reduced price - or if they are eligible, to receive milk free. Schools, summer camps and institutions which participate in other federal-state child nutrition programs may not participate in the Special Milk Program.

Nutrition Education and Training Program (NET) - The Nutrition Education and Training Program provides funds to the states for the dissemination of nutrition information to children and for inservice training of food service personnel and teachers. The program is for all children in public and private schools and in residential and non-residential child care institutions.

Food Distribution Program - The Food and Nutrition Service through the Food Distribution Program donates foods to various food program outlets - including schools and summer camps. Commodities used in the program are generally acquired under price support and surplus removal legislation and donated to program outlets through cooperating state agencies. The Department of Agriculture has special purchasing authority to acquire food for certain feeding programs.

RESPONSIBILITIES FOR CHILD NUTRITION PROGRAMS

FEDERAL LEVEL

At the federal level, the Food and Nutrition Service shall act on behalf of the United States Department of Agriculture in implementing the Child Nutrition Programs. It shall be responsible for the following four areas:

1. Program Administration

- . providing timely information to the Administration and to Congress;
- . drafting, up-dating and publishing in the Federal Register regulations to implement the National School Lunch Act and the Child Nutrition Act, as amended by Congress;
- . soliciting public comment prior to issuing federal regulations in their final form;
- . conducting briefing sessions and/or public hearings concerning national policies related to school food service;
- . negotiating an annual written contract with each state educational agency for administration of the School Lunch, School Breakfast, Special Milk and Child Care Food Program;
- . developing and disseminating policy statements, instructions, time frames, guidelines and memorandums related to program management;
- . developing national policy concerning the provision of free and reduced price meals or free milk, including income poverty guidelines and prototype applications and administrative guidance;
- . annually reviewing and evaluating each state agency, together with selected sponsors and schools for each child nutrition program administered; initiating corrective action plans where necessary; and
- . reviewing and approving the various State Plans as submitted by each state for the succeeding school years.

2. Financial Management

- . allocating federal funds by means of an annual Letter of Credit to each state agency agreeing to administer the various child nutrition programs;
- . developing prototype contracts, reporting forms, agreements, policy statements, financial management systems, application forms and review and evaluation forms for use in administration of the programs;
- . developing, where necessary, corrective action plans in cooperation with the state agency; including follow-up and financial assessment where necessary;
- . providing budgetary information to the Administration and to Congress;
- . revising proposed budgets in terms of authorized and budgeted expenditures;

- . collecting, processing and collating monthly participation reports;
- . processing and up-dating each state's Letter of Credit to reflect program activity; and
- . periodically up-dating reimbursement rates for various programs.

3. Training

- . preparing and distributing program aids;
- . preparing and distributing suggested training materials for school food service personnel; nutrition education and parental involvement;
- . developing criteria to measure the nutritional quality of foods and beverages to be served in schools;
- . cooperating with community groups, professional associations and allied agencies to evaluate program effectiveness; and
- . negotiating contracts with appropriate agencies to conduct surveys, evaluations, and special research projects.

4. Food Distribution

- . negotiating an annual agreement with each state for the acceptance, allocation and delivery of government-donated foods;
- . developing specifications and issuing bids for the purchase of foods to be distributed to child nutrition programs;
- . allocating and shipping government-donated foods to each state; and
- . monitoring the state's government-donated foods distribution plan.

RESPONSIBILITIES FOR CHILD NUTRITION PROGRAMS

STATE LEVEL

The West Virginia Department of Education is responsible for the following four areas:

1. Program Administration

- . preparing an annual State Plan for Child Nutrition Program Operation and a State Plan for the Nutrition Education and Training Program;
- . annually negotiating Sponsors Agreement [A - 30.1] with sponsoring agencies;
- . developing prototype Policy Statements [A - 30.2] for provision of free and reduced price meals, free milk, free textbooks, workbooks and instructional supplies;
- . approving Policy Statements submitted annually for all school programs administered by each sponsoring agency;
- . developing, printing and distributing prototype student applications and letters to parents concerning the availability of free and reduced price meals;
- . preparing annual state and federal budget requests for the succeeding fiscal year (State-July 1 through June 30; Federal-October 1 through September 30);
- . scheduling, conducting, summarizing and evaluating public hearings on the various child nutrition programs;
- . continuously reviewing and evaluating USDA regulations and instructions as published in the Federal Register (proposed, interim and final regulations) or as issued by the USDA Regional Office (guides, handbooks, instructions, memorandums and reports); notifying sponsoring agencies of USDA regulations, instructions and policy guidelines on a timely basis;
- . cooperating with parents, students, community groups, professional associations, state and local agencies in outreach activities to extend program benefits and to create a positive image; and
- . establishing, organizing and convening State Advisory Councils and Advisory Committees to maintain liaison with participating agencies; cooperating with national, state and local agencies in implementation of an on-going nutrition education and training program which meets the identified needs of the state.

2. Financial Management

- . timely draw-down of federal funds to pay outstanding claims for reimbursement;
- . timely processing and paying of monthly claims for reimbursement;
- . preparing of monthly financial status reports and timely submission at state and federal levels;
- . annually reconciling reimbursement payments with program costs;

- . monthly reconciling of state and federal subsidiary accounts;
- . auditing of sponsoring agencies and selected sites on a bi-annual schedule in accordance with USDA Audit Guides; and
- . assessing sponsoring agencies for overclaims identified as part of the audit reports, AIMS review or management evaluation.

3. Monitoring And Evaluation

- . developing and monitoring the procedures to be used by schools in verifying information reported in a sampling of applications for free/reduced price meals;
- . annually reviewing net cash resources at the sponsor level;
- . conducting on-site management evaluations of program performance;
- . monitoring of sponsoring agencies and selected participating sites in accordance with regulations (AIMS, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the State Standards for Educational Excellence); and
- . continuously evaluating program effectiveness.

4. Training And Technical Assistance

- . scheduling and completing on-site visits to provide technical assistance and/or follow-up visits; providing technical assistance as a result of AIMS reviews;
- . implementing a competency based training program for local school food service personnel; assisting sponsoring agencies with local school food service training programs where necessary;
- . developing and implementing on-going training programs for supervisory and administrative personnel (sponsor level);
- . reviewing and approving proposed plans and layouts for food service facilities; and
- . preparing and distributing training materials, program aids and guidance materials.

RESPONSIBILITIES FOR CHILD NUTRITION PROGRAMS

SPONSOR LEVEL

At the local level, each county board of education or sponsor is responsible for the following four areas:

1. Program Administration

- . annually negotiating contracts with participating schools;
- . presenting for approval to the local board of education the Sponsors Agreement [A - 30.1] and Policy Statement [A - 30.2] for provision of free and reduced price meals or free milk, free textbooks, workbooks and instructional supplies; providing copies of sponsor's approved Policy Statement to all participating schools;
- . distributing copies of Application for Free or Reduced Price Meals and Free Textbooks, Workbooks and Instructional Materials [F - 30.2];
- . developing and implementing appropriate hearing procedures and implementation of a standard verification procedure to be used in the approval of applications for free and reduced price meals, monitoring school procedures in approval of applications for free and reduced price meals, collection procedures for meal payment, point of service count and avoidance of overt identification of needy children;
- . developing standard policies regarding employment practices, grievance procedures, supervision and training of food service personnel;
- . organizing school and county advisory councils and student-parent planning committees to improve public relations and increase student participation;
- . notifying school administrators and school food service personnel concerning rules, regulations and policies governing school food service programs;
- . maintaining liaison with parent, student and community groups;
- . promoting National School Lunch Week and other special activities; and
- . extending and expanding program benefits to meet the nutritional, emotional and social needs of all children.

2. Financial Management

- . verifying and consolidating schools' monthly reports of participation and claims for reimbursement; promptly submitting the sponsor's consolidated Claim for Reimbursement [G - 30.5]; verifying sponsor's monthly reimbursement payments and allocating payments to the individual schools or programs;
- . consolidating schools' financial reports each month; preparing an annual sponsor's report of accrued income and per meal costs; submitting report to state agency; documenting reported income and expenditures and retaining documentation for three years plus current operating year;

- . annually reviewing operating balances at the school level; annually reconciling reimbursement payments to direct costs incurred at the school or sponsor level; assigning and adjusting school reimbursement rates (in relation to allowable per meal costs);
- . developing, implementing and maintaining an inventory control system for food service equipment (retention for 12 years);
- . establishing and implementing purchasing procedures in compliance with state and federal regulations; and
- . developing and implementing a viable financial management system which meets state and federal requirements.

3. Monitoring And Evaluation

- . maintaining a regular schedule of on-site visits to participating schools; monitoring and scheduling follow-up visits to schools to ensure program compliance; accompanying state and/or federal representatives on local school visits; and
- . continuously evaluating the effectiveness of the child nutrition program in reaching its goal to serve all children.

4. Training And Technical Assistance

- . reviewing and approving building and renovation lay-outs, plans and purchasing contracts; reviewing and approving major food service equipment purchases;
- . planning and/or approving school food service menus prior to time of service; developing and implementing local policies concerning the serving of nutritious foods at schools; complying with state and local standards concerning sales of foods and beverages during the school day;
- . providing technical assistance to school food service personnel, school administrators and clerical personnel;
- . developing and implementing an on-going training program for food service personnel, school clerical personnel and school administrators;
- . providing resource person(s) for school administrators, teachers, professional groups and allied agencies;
- . assisting teachers and school administrators in developing an on-going nutrition education program;
- . developing and/or disseminating training aids, instructional materials, handbooks, manuals and other program aids; and
- . initiating an on-going, relevant professional growth program for food service supervisory personnel.

RESPONSIBILITIES FOR CHILD NUTRITION PROGRAMS

SCHOOL LEVEL

The local school administrator is responsible for the following five areas: —

1. Program Operation

- . filing an Application for School Lunch, School Breakfast and Special Milk Programs [A - 30.3] with the county boards of education;
- . distributing, at the beginning of each school year Applications for Free and Reduced Price Meals and Free Textbooks, Workbooks and Educational Materials [F - 30.2] to each student enrolled in the school;
- . reviewing and approving, in accordance with state and county administrative guidance materials, each application for free and reduced price meals;
- . verifying information reported on a sampling of applications for free and reduced price meals and verifying any incomplete, illegible or questionable information entered on the applications;
- . approving all eligible, complete applications and denying all applications which do not meet the eligibility guidelines. Such approval or denial must be entered on the application in the appropriate areas and parents must be notified by mail within 10 working days after the completed application has been returned to the school;
- . informing all teachers and clerical personnel of the federal, state and county requirements for provision of free and reduced price meals or free milk;
- . initiating hearing procedures when information entered on the application is challenged, or appears to be inaccurate;
- . providing copies of student applications for free and reduced price meal benefits when an eligible student transfers to another school;
- . checking menus prior to and during service to ensure that all nutritional requirements are met;
- . providing assistance to school food service personnel in planning menus which provide for choices within the required meal components to all students; and
- . providing alternate meal services (plate lunch and box lunch; salad plate and regular plate lunch; continental breakfast and regular breakfast) to increase student participation.

2. Records And Reports

- . establishing a procedure for obtaining accurate meal counts at the serving line without overt identification so that accurate reports of daily student participation by category are entered on the daily reporting form;
- . maintaining all records pertaining to child nutrition programs (including applications for free and reduced price meals,

participation records, invoices, bills, financial reports, equipment inventories and production records) for three years plus the current school year;

- . submitting complete and accurate reports of daily participation; and
- . submitting a monthly report of food service revenue and expenditures to the county office.

3. Financial Management

- . developing and implementing standard procedures for collecting meal payments, collecting meal tickets and serving meals so that no student is overtly identified;
- . establishing a system for payment and reporting of all food service invoices in compliance with county and state requirements for financial management;
- . obtaining prior approval for all major purchases from the sponsoring agency;
- . establishing standard procedures for maintaining inventories of purchased and government-donated foods, supplies and equipment; and
- . documenting reported expenditures.

4. Training

- . encouraging school food service and clerical personnel to participate in the county's in-service training program;
- . remaining informed concerning federal, state and county regulations and policies concerning the various child nutrition programs; and
- . encouraging teachers to attend available nutrition education training and assisting teachers in developing a sequential nutrition education program in the classroom.

5. Public Relations

- . advising all parents concerning the types of food service programs available at the school and surveying the need for additional programs when these are not available;
- . organizing student advisory councils to assist in menu planning, publicity and observance of special days in the lunchroom; and
- . maintaining liaison with parents, students, community groups and the administration to promote good public relations.

WEST VIRGINIA DEPARTMENT OF EDUCATION
Charleston, West Virginia 25305

NATIONAL SCHOOL LUNCH ACT
CHILD NUTRITION ACT OF 1966
SPONSOR'S AGREEMENT FOR THE SCHOOL LUNCH,
SCHOOL BREAKFAST AND SPECIAL MILK PROGRAM

1. NAME OF SPONSORING AGENCY: _____

2. ADDRESS OF SPONSORING AGENCY: _____

3. EFFECTIVE DATE: _____

In order to effectuate the purposes of the National School Lunch Act, as amended (42 U.S.C. 1751) and the Child Nutrition Act, as amended (42 U.S.C. 1771), the West Virginia Department of Education, hereinafter referred to as the "Department", and the Sponsoring Agency (Item 1 above), hereinafter referred to as the "Sponsor", agree as follows:

The DEPARTMENT agrees to make funds available to the Sponsor for the programs operated by it, as designated below, in accordance with the various State and Federal Regulations applicable to such programs: National School Lunch and Breakfast Program Regulations (7 CFR Parts 210, 220 and 245); and/or Special Milk Program Regulations (7 CFR Part 215) and Nutrition Education and Training Regulations (7 CFR Part 227), and any applicable amendments thereto, as well as any State Laws, Regulations, or Standards.

The SPONSOR agrees to accept Federal funds for expenditure in accordance with the applicable Regulations and any amendments thereto, and to comply with all the provisions of such Regulations and amendments thereto. In the event of a proposed amendment of any applicable Regulation, if the Sponsor gives to the Department, prior to the effective date of the amendment, written notice of its determination to discontinue operation of any program conducted thereunder, this Agreement shall be terminated as to such program as of the effective date of the amendment.

The SPONSOR agrees that it will be responsible for the operation of the following Child Nutrition Programs: (Place an "X" in the applicable space to designate the program(s)).

National School Lunch Program	_____
School Breakfast Program	_____
Special Milk Program	_____
(in "No Program" schools or	
institutions only)	
Commodity Schools	_____

This agreement shall be effective commencing on the date specified (Item 3 above) and ending one year thereafter, unless terminated earlier as provided herein. The Department may renew this Agreement each year thereafter, by notice in writing given to the Sponsor as soon as practicable after funds have been appropriated for carrying out any of the purposes of the National School Lunch Act and of the Child Nutrition Act during each such year. In any event, however, either party hereto may, by giving at least ten days written notice, terminate this Agreement.

The DEPARTMENT agrees to reimburse the Sponsor to the extent of funds available for school lunches, school breakfasts or special milk served to eligible children in connection with the Child Nutrition Programs indicated above. Reimbursement shall be made only in connection with meals served to children which meet the nutritional standards set forth in this agreement. Reimbursement rates as established by the United States Department of Agriculture shall be used to reimburse the Sponsor on behalf of the school or institution. For all Sponsors, general cash-for-food assistance funds shall be used to assist the schools or institutions in obtaining food (the assigned reimbursement rate multiplied by the total number of school lunches or breakfasts served to children); special cash assistance payments shall be made to assist schools in providing free and reduced price meals to eligible children (the reimbursement rate multiplied by the total number served free or reduced).

The SPONSOR agrees to submit to the Department for approval at the beginning of each school year, a Policy Statement for the Provision of Free and Reduced Price Meals or Free Milk which covers all food services provided under the National School Lunch Act and the Child Nutrition Act for all schools or institutions participating in the child nutrition programs. An approved copy of the Policy Statement will be provided to all participating schools or institutions by the Sponsor. Any school or institution participating in the programs indicated above may, through the Sponsor, be reimbursed for school lunches and school breakfasts served free or at a reduced price to children meeting the Sponsor's approved eligibility standards, provided that a current, correctly approved Application for Free or Reduced Price Meals is on file at the school or institution. Such free and reduced price meals shall be offered to all eligible children by all participating schools or institutions. Neither the child nor any member of its family may be required to work for a meal. Each participating school or institution shall comply in all respects to the Sponsor's approved Policy Statement. When the school or institution participates in the Child Nutrition Programs listed above, meals may not be denied any child for disciplinary purposes and, if consumed in another school location, must be the same meal offered to other children. If no meal service is available at a given school or institution, the Sponsor may apply for the Special Milk Program for that particular school or institution. An approved Policy Statement must be on file.

The SPONSOR and the participating schools or institutions under its jurisdiction shall comply with all provisions of Chapter 7, Code of Federal Regulations, Parts 210, 215, 220 and 245.

The DEPARTMENT and the SPONSOR hereby agree to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et. seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et. seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975

(42 U.S.C. 6101 et. seq.), all provisions required by the implementing Regulations of the Department of Agriculture, Department of Justice Enforcement Guidelines (28 CFR 50.3 and 42) and FNS (USDA) directives and guidelines. Compliance will be consistent with the objective that no person in the United States shall, on the ground of race, color, national origin, age, sex or handicap be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Sponsor receives federal financial assistance under this contract. The Sponsor hereby gives assurance that it will immediately take measures necessary to effectuate this agreement. By accepting this assurance, the Sponsor agrees to compile data, maintain records and submit reports, as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA/WVDE personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the United States Department of Agriculture or the Department shall have the right to seek judicial enforcement of this assurance. Federal financial assistance is extended under this agreement in reliance on the representations made herein. This assurance is binding on the program applicant and its successors, transferees and assignees as long as they receive assistance or retain possession of any assistance from the United States Department of Agriculture. The person whose signature appears below is authorized to sign this assurance on the behalf of the Sponsor.

The SPONSOR hereby agrees that it will comply with Section 504 of the Rehabilitation Act that is designed to assure that those who receive federal financial assistance will not discriminate against handicapped persons. It provides in relevant parts as follows: "No otherwise qualified handicapped individual in the United States. . . shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The SPONSOR shall take appropriate initial and continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations and local minority and grass roots organizations that it does not discriminate on the basis of handicap in violation of Section 504 of the Rehabilitation Act of 1973. The notification shall state, where appropriate, that the sponsor does not discriminate in admission or access to, or treatment or employment in, its programs and activities.

All information used by the sponsor to inform the public about the program shall contain the following nondiscrimination statement: "Program benefits and services are available to all children without regard to race, color, sex, handicap, age or national origin. If you believe you have been discriminated against because of race, color, national origin, age, sex or handicap, write immediately to the Secretary of Agriculture, Washington D.C. 20250."

The collection and reporting of data on the actual number of minority children who apply for free and reduced price meals is required by Department of Justice regulations.

The SPONSOR agrees: to develop a system for collection of data; to maintain this information on file for 3 years; and to establish procedures to ensure that the information is made available only to authorized state and federal personnel during reviews or as part of OMB approved surveys. Estimated data on the racial/ethnic make-up of the applicant organization's program service area (NSLP, SBP, SMP) and enrollment shall be maintained by the Sponsor.

The SPONSOR agrees to make available upon request, information about program requirements and procedures for filing compliant in the appropriate translation to non-English speaking persons.

The SPONSOR, if it employs 15 or more persons, agrees to designate a coordinator to carry out Section 504 activities.

The SPONSOR hereby certifies that any school(s) or institution(s) under its jurisdiction and participating in any of the Child Nutrition Programs indicated above is nonprofit, exempt from Federal Income Tax under the Internal Revenue Code, as amended, and devoted to the care, training and education of children. Any Sponsor, school or institution which operates its food service under a contractual arrangement with a concessionaire or a food management company shall submit a copy of that contractual agreement to the Department annually for approval prior to negotiation.

The SPONSOR and its schools or institutions participating in any or all of the Child Nutrition Programs indicated above shall maintain full and accurate records of operations under this agreement and shall keep such records for a period of three years after the end of the fiscal year to which these records pertain. Records of income and expenditures shall be maintained in such a manner as to reflect the non-profit status of this service. The Sponsor shall limit its operating balance to a level consistent with program needs. All excess funds (as determined by the Department) shall be used to reduce the price of the meal, to improve the quality of the meal service or to purchase new or replace old equipment as approved by the Sponsor and the Department.

The SPONSOR and each of the participating schools or institutions shall make available to the Department or to the United States Department of Agriculture or to the State Tax Commission for examination and/or audit at any reasonable time and place, all records pertaining to the operation of programs under this agreement. The SPONSOR agrees to make it possible for the Department to fulfill its agreement with the United States Department of Agriculture concerning its responsibilities for program supervision, management control, audit, monitoring compliance and on-site visitation.

The SPONSOR, for its participating schools or institutions, agrees to submit to the Department on forms provided by the Department claims for reimbursement in accordance with instructions provided by the Department. Claims for reimbursement not filed within 60 days following the last day of the month covered by the claim will not be paid except when the United States Department of Agriculture determines that late submission of the claim was justifiable.

The SPONSOR agrees that all income accruing to the food service program in its office or in any schools or institutions participating in the programs available under the National School Lunch Act or the Child Nutrition Act shall be used only for program purposes; provided however, that such income shall not be used to purchase land or to acquire or to construct buildings.

The SPONSOR agrees that adequate facilities will be maintained for storing, preparing and serving food purchased for service under the National School Lunch Act or the Child Nutrition Act and for food donated by the United States Department of Agriculture. Proper sanitation and health and safety standards conforming with all federal, state and local standards and regulations shall be maintained by the participating schools and institutions, including an adequate and safe supply of water and sanitary disposal of all water and refuse. Such facilities shall be provided that the children may eat their meal in an accepted social manner. Adequate and sympathetic supervision shall be provided in the lunchroom. Food or beverages other than the school lunch or school breakfast, extra milk or other approved foods shall not be served in the dining area at the time the meal is served. Meals may not be denied to any child for disciplinary purpose, and must be the same meal served to other students.

Prices charged for adult and student meals and/or milk shall be approved annually by the Department.

Extra milk served under the Special Milk Program in schools with no food services shall be fluid milk which meets state and local standards. Reimbursement under the Special Milk Program shall be claimed only for fluid milk which meets state and local standards and is served in schools or institutions with no reimbursed food service. Reimbursement may be claimed only for fluid milk purchased and served to children.

The SPONSOR agrees that all lunches claimed for reimbursement must meet the nutritional requirements for the school lunch and that all breakfasts claimed for reimbursement must meet the nutritional requirements of the school breakfast. Schools and institutions shall cooperate with the Department in developing procedures for diminishing the waste of foods without endangering nutritional integrity. Only one breakfast and/or one lunch per day may be claimed for reimbursement for each participating student.

The School Lunches claimed for reimbursement must meet the requirements prescribed by the Department and the United States Department of Agriculture and must be served during a period or periods designated as the lunch period. The School Breakfasts claimed for reimbursement must meet the requirements prescribed by the Department and the United States Department of Agriculture and must be served during a period which is near the beginning of the school day. The Sponsor and its participating schools and institutions shall endeavor to follow menu suggestions given by the Department and/or Sponsor and shall initiate varied types of menus, even though it may on occasion mean serving foods with which some students are unfamiliar. Substitutions may be made in food if the individual participating children are unable, because of medical or other special needs to consume such foods. Such substitutions shall be supported by a statement from a recognized medical authority which includes recommended alternate foods.

The SPONSOR agrees that all schools and/or institutions under its jurisdiction will serve meals to handicapped children even when the child's handicap restricts his/her diet. These special dietary needs must be verified by a statement from a recognized medical authority and must include prescribed alternate foods. If an emergency should arise preventing a school or institution from temporarily obtaining delivery of milk, the Department may approve the service of meals without milk during the emergency period.

This agreement may be terminated upon ten days written notice on the part of either party hereto and the Department may terminate the agreement immediately upon receipt of evidence that the terms and conditions of this agreement or of the regulations have not been complied with by the Sponsor. Any termination of this agreement shall be in accord with applicable laws and regulations.

A SPONSOR which operates its food service program on contract with a food service management company shall remain responsible for assuring that the feeding operation is in conformance with its agreement with the Department.

The DEPARTMENT may make adjustments in rates of reimbursement in accordance with the availability of funds or in order to comply with the provisions of the National School Lunch Act or the Child Nutrition Act. Notice of such adjustments shall be given as far in advance as is practicable.

SIGNATURES

STATE DEPARTMENT OF
EDUCATION

(State Agency)

BY:

(County) or (Sponsoring Agency)

STATE SUPERINTENDENT OF
SCHOOLS

APPROVED:

(County Superintendent) or (Director)

State Director of Child Nutrition
Programs

Date

Date

WEST VIRGINIA DEPARTMENT OF EDUCATION
Charleston, West Virginia 25305

POLICY STATEMENT
FOR
PROVISION OF FREE AND REDUCED PRICE SCHOOL MEALS OR FREE MILK
The National School Lunch Act and Child Nutrition Act

The _____
(County Board of Education or Nonpublic School or Child Care Sponsor)

has entered into agreement with West Virginia Department of Education to participate in the National School Lunch Program and/or the School Breakfast Program, the Child Care Food Program or the Special Milk Program, and/or to receive commodities donated by the United States Department of Agriculture and accepts responsibility for providing free and reduced price meals or free milk to eligible children in the school(s) or institution(s) under its jurisdiction.

The County Board of Education or the Nonpublic School or the Child Care Institution or Sponsor assures the West Virginia Department of Education that the school system, the institution or sponsor will uniformly implement the following policy to determine the eligibility of children for: (1) Free and reduced price meals in all classrooms and/or schools and/or institutions and/or centers or homes under its jurisdiction which are participating in the National School Lunch Program and/or the School Breakfast Program and/or the Child Care Food Program and/or which are receiving government-donated foods; or (2) Free milk in all schools and/or institutions in its jurisdiction which are participating only in the Special Milk Program.

In fulfilling its responsibilities the County Board of Education or the Nonpublic School or Child Care Institution or Center or Home agrees:

- A. To serve meals free or at reduced price to children from families whose income is at or below that listed in Attachment A, Columns 1 through 6.
- B. To serve milk free to children from families whose income is at or below that listed in Attachment A, Columns 1-3 (in schools/centers/institutions/homes with no food service).
- C. To provide these benefits to any child whose family's total household income before deductions falls within the criteria given in Attachment A at the time the application is submitted.
- D. To insure that there shall be no physical segregation of or other discrimination made by the school, institution, center or home against any child eligible for a free or reduced price meal or for free milk. The names of children eligible to receive free or reduced price meals and free milk shall NOT be posted, published or announced in any manner and there shall be no overt identification of any child by use of special tokens or tickets or by any other means. Further assurance is given that children eligible for free or reduced price

meals or free milk shall not be required to: (1) work for their meals or milk, (2) use a separate lunch or service area, (3) go through a separate serving line, (4) enter the lunchroom through a separate entrance, (5) eat meals or drink milk at a different time and (6) have the same choices of meals and of milk as the paying child.

- E. That in the operation of child feeding programs, no child shall be discriminated against because of his race, color, national origin, sex, age or handicap.
- F. To verify in accordance with program regulations and maintain records as follows: (1) a summary of the verification efforts; (2) the total number of applications on file by October 31; and (3) the percentage or number of applications verified. Compliance with these requirements will be monitored by the West Virginia Department of Education as part of its supervisory assistance, monitoring and verification efforts.
- G. To establish charges for meals served as follows: a reduced-price lunch or supper not to exceed 40 cents, a reduced price breakfast not to exceed 30 cents, and a reduced-price supplement not to exceed 15 cents.
- H. To establish and use a fair hearing procedure for any parent's appeal(s) of the (sponsor's) decisions on applications and for (sponsor') officials' challenges to the continued eligibility of any child for free or reduced price meals or free milk. During the appeal and hearing, the child who was determined eligible based on the face of the application submitted will continue to receive free or reduced price meals or free milk. A record of all such appeals and challenges and of their dispositions shall be retained for three years.

Prior to initiating the hearing procedure, the parent/guardian or local official may request a conference to provide an opportunity for the parent/guardian and (school), (institution), (center) official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

The hearing procedure shall provide the following for both the family and the sponsor:

1. A publicly-announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.

5. An opportunity to present oral or documentary evidence and arguments supporting its position without undue interference.
 6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness.
 7. That the hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 8. That the decision of the hearing official be based upon the oral and documentary evidence presented at the hearing and entered into the hearing record.
 9. That the parties concerned and any designated representative thereof be notified in writing of the decision.
 10. That for each hearing a written record be prepared, including 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 therefor, and a copy of the notification to the parties concerned of the hearing official's decision.
 11. That such written record be retained for a period of 3 years after the close of the school/fiscal year to which they pertain. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.
- I. To designate by name and title the school principal, assistant principal, center director or other assigned staff to review applications for free and reduced price meals or milk and make determinations of eligibility. Such officials will use the criteria outlined in this policy to determine which individual children are eligible for free and reduced price meals or free milk.
 - J. To send, at the beginning of each school year, and whenever there is a change in the eligibility criteria, to the parent or guardian of each child attending the schools, centers or institutions participating in the School Lunch, School Breakfast, Child Care Food Program, Commodity Programs or Special Milk Program a copy of Form WVDE 43-10-20, Application for Free and Reduced Price School Meals, or Form WVDE 43-10-20 Milk, Application for Free Milk.

Interested parents or guardians are responsible for filling out the Application and returning the completed Application to the school principal or administrator for review. Such applications and documentation of all determinations made on all applications shall be maintained at each school, center or institution for 3 years after the end of the school/fiscal year to which they pertain.

Applications for Free and Reduced Price Meals or Applications for Free Milk may be filed at any time during the year. Any parent or

guardian who enrolls a child for the first time shall be supplied with a copy of Form WVDE 43-10-20 regardless of the time of year the child is registered.

If a child transfers from one school, center, home or institution to another under the jurisdiction of this County Board of Education or Sponsor, his/her eligibility for free or reduced price school meals or, if so offered, free milk will be transferred to and honored by the receiving school, center, home or institution, provided that the receiving school, center or institution participates in the School Lunch and/or School Breakfast Programs, the Child Care Food Program or in the Commodity Only Program or the Special Milk Program.

All children from a family will receive the same benefits, provided that all attend schools, centers, homes or institutions where these child feeding programs are in operation.

Parents or guardians will be notified individually, within ten working days of the receipt of the application, concerning the acceptance or denial of their application. Children will be served meals or milk immediately upon the establishment of their eligibility.

It is recognized that in certain cases foster children are also eligible for these benefits. If a household has foster children living with them and wishes to apply for such meals or milk for these children, the household will be instructed to contact the school, center, institution or home.

When an application is rejected, parents or guardians will be provided written notification which shall include: (1) the reason for the denial of benefits, e.g., income in excess of allowable limits or incomplete application; (2) notification of the right to appeal; (3) instructions on how to appeal; and (4) a statement reminding parents that they may reapply for free and reduced price benefits or free milk at any time during the school year. The reasons for ineligibility shall be properly documented and retained on file at the School Food Authority/Sponsor level.

The designated hearing official for this County Board of Education or this Nonpublic School or this Institution or this Center or this Home is:

Name* _____ Title _____

Address _____

*(Note: This person must be someone not involved in the original eligibility determinations. It is suggested that the designated hearing official hold a position at a higher administrative level than that of the determining official.)

K. To submit a public/press release containing both the free and reduced price eligibility guidelines and all other information outlined in the

parent letter to the local news media, local unemployment offices and major employers contemplating or experiencing large layoffs.

- L. Agrees to establish a procedure to collect money from children who pay for their meals or milk and to account for the number of free, reduced price and full price meals served or for the number of half-pints of free and full price milk served. The procedure described in Attachment B will be used so that no other child in the school, center, home or institution will consciously be made aware by such procedure of the identify of the children receiving such benefits and so that an accurate meal time count may be made and recorded.
- M. To submit to the West Virginia Department of Education for approval any alterations or amendments to the policy, including eligibility criteria, applications, public announcements, or collections of payments, prior to implementation. Such changes will be effective only upon approval. All changes in eligibility criteria must be publicly announced in the same manner used at the beginning of the school year.

ATTACHMENTS: The following attachments are adopted with and considered a part of this Policy Statement:

- Attachment A. Income Eligibility Criteria for Free and Reduced Price Meals and Free Milk
- Attachment B. Collection and Meal Count Procedure
- Attachment C. Public Release
- Attachment D. Income Eligibility Application and Parent Letters

THE POLICY STATEMENT OUTLINED ABOVE WAS APPROVED BY THE _____ COUNTY BOARD OF EDUCATION ON THE BOARD OF DIRECTORS ON _____.

APPROVED BY:

County Superintendent of Schools or
Administrator, Nonpublic School or
Child Care Institution, or
Director, Child Care Food Program

Director, Division of Child
Nutrition Programs
West Virginia Department of
Education

Date

Date

Copies of this Policy Statement, including Attachments A, B, C, and D will be issued to each participating school or institution by _____ Date

GUIDELINES TO DETERMINE STUDENT ELIGIBILITY
FOR FREE AND REDUCED PRICE MEALS
School Year 1986-87

ANNUAL FAMILY INCOME BEFORE DEDUCTIONS

FAMILY SIZE	ELIGIBLE FOR FREE MEALS OR FREE MILK			ELIGIBLE FOR REDUCED PRICE MEALS		
	YEARLY	MONTHLY	WEEKLY	YEARLY	MONTHLY	WEEKLY
ONE	\$ 6,968	\$ 581	\$134	\$ 9,916	\$ 827	\$191
TWO	9,412	785	181	13,394	1,117	258
THREE	11,856	988	228	16,872	1,406	325
FOUR	14,300	1,192	275	20,350	1,696	392
FIVE	16,744	1,396	322	23,828	1,986	459
SIX	19,188	1,599	369	27,306	2,276	526
SEVEN	21,632	1,803	416	30,784	2,566	592
EIGHT	24,076	2,007	463	34,262	2,856	659
FOR EACH ADDITIONAL FAMILY MEMBER, ADD						
	2,444	204	47	3,478	290	67

COLLECTION PROCEDURES FOR MEAL PAYMENTS

PLEASE NOTE:

1. In collecting payments for meals and in distributing tickets, tokens or bills, officials must ensure that there is no overt identification of recipients of free or reduced meals. Care must be taken to prevent such identification both at the time the meal payment is made, at the time the ticket or token is issued and in the serving line.
2. Any payment collection system must have a built-in accounting system. Daily records must document the number of reduced, fully paid and adult meal payments collected and the number of free, reduced price, fully paid and adult meals which actually were served. Keeping these counts is a regulatory requirement. The payment collection system, if properly designed and used, can document both the daily collections and the point of service count.

Attachment B. serves as documentation of the system which will be used by each school, institution, center or home during the current school year for the collection of meal payments. If more than one method of collection is used within the school district or sponsoring agency each method must be described and the sponsor must indicate which school site uses which system. If meal tickets are used, samples should be attached.

COLLECTION METHODS

In all schools participating in the school lunch and/or the school breakfast programs, and/or child care centers/homes/institutions the following collection procedures will be used during the current school year:

METHOD 1

Before the beginning of class, children make daily (or weekly) payments for their meals. The meal payments are collected in such a manner that other children are unable to detect those who pay reduced prices. Meal payments are counted and recorded in the office and the appropriate number of coded tickets (including those for free meals) are sent to the individual classrooms. The tickets are distributed and taken by the children to the dining area where these are collected. After the meal is served, the coded tickets are counted by category to arrive at an accurate daily point of service count. The following schools/centers/institutions use Method 1:

ATTACHMENT B
(Cont.)METHOD 2

Children pay for their meals in the office at the beginning of the day. A check-off list of those who have paid (full or reduced price) and those who are entitled to a free meal is sent to the food service department daily. A person familiar with the children and adults checks off the names as they pass through the serving line. At the end of the meal service, the marked list is returned to the office for use daily in reporting the total number of free, reduced price, paid and adult meals served. The following schools/centers/ institutions use Method 2:

METHOD 3

Children bring envelopes to the school, institution or center containing their daily, weekly or monthly meal payments. Envelopes are marked with the child's name and with some type of room identification. (Parents of children eligible for free meals are advised that they can send empty envelopes.) The envelopes are collected and sent to the office. Either coded tickets are issued daily or a daily list of those who are eating that day is sent to the food service department. Daily, at the end of the meal service, the coded tickets are counted. (If a list is used in lieu of tickets, the child's name is checked off as he/she enters the serving line and the marked list is returned to the office where the total number of paid, reduced price, free and adult meals served is recorded.) The following schools/centers/institutions use Method 3:

METHOD 4

At or near the beginning of the term each student is assigned an identification number which contains coded numbers indicating whether the child is entitled to free, reduced price or fully paid meal service. The children use this number as they enter the serving line. Using an adding machine with tape or some other device, all identification numbers are recorded. At the end of the serving period, a count of free, reduced price and fully paid meals is constructed from the coded list. Parents either pay for the meals in advance or are billed at the end of the month for those meals eaten. The following schools/centers/institutions use Method 4:

METHOD 5

Parents either are billed monthly or pay in advance for the full price or reduced price meal service. All payments are mailed in or brought in at various times so that those children receiving free and reduced price meal benefits are not identifiable. All participating children receive a coded weekly/monthly ticket which is punched each time the child eats. A daily tally is kept in the dining room in order to provide a daily point of service count of the number of free, reduced price, fully paid and adult meals served. The voided tickets are turned in by the children and used to verify the office records of meal payments received and meal tickets issued. The following schools/centers/institutions use Method 5:

METHOD 6

Meal payments are collected in the secretary's office. Payments can be made by children or parents on a daily, weekly or monthly basis. The secretary records the payments and knows which children qualify for free or reduced price meals or free milk. Identical tickets labeled only with the children's names are distributed in the classrooms. The tickets are collected in the serving line. After the meal service the number of meals served by type is determined by comparing the children's names on the tickets to a list of eligible children's names. The following schools/centers/institutions use Method 6:

PUBLIC RELEASE OF COUNTY OR NONPUBLIC SCHOOL OR
CHILD CARE SPONSOR
ON FREE AND REDUCED PRICE MEALS AND FREE MILK

The _____ County Board of Education (or the Institution, Center, Home or Nonpublic School) today announced its policy for (free and reduced price meals) (free milk) for children who are unable to pay the full price for meals or milk served in schools, centers, institutions or homes which participate in the National School Lunch or Breakfast Programs the Child Care Food Program or in the Special Milk Program only.

The County Board of Education (or the Nonpublic School, Institution, Center or Home) has adopted the following family size income criteria for use in determining the eligibility of children for free and reduced price meals and free milk:

GUIDELINES TO DETERMINE STUDENT ELIGIBILITY
FOR FREE AND REDUCED PRICE MEALS
School Year 1986-87

ANNUAL FAMILY INCOME BEFORE DEDUCTIONS

FAMILY SIZE	ELIGIBLE FOR FREE MEALS OR FREE MILK	ELIGIBLE FOR REDUCED PRICE MEALS
ONE	-----\$ 6,968	-----\$ 9,916
TWO	----- 9,412	----- 13,394
THREE	----- 11,856	----- 16,872
FOUR	----- 14,300	----- 20,350
FIVE	----- 16,744	----- 23,828
SIX	----- 19,188	----- 27,306
SEVEN	----- 21,632	----- 30,784
EIGHT	----- 24,076	----- 34,262

FOR EACH ADDITIONAL FAMILY MEMBER, ADD 2,444 3,478

Children from families whose income is at or below the levels shown are eligible for free and reduced price meals (or for free milk).

Application forms are being sent to all homes with a letter to parents. All parents or guardians wishing to apply for free or reduced price meals or free milk may fill out the application form sent home by the school, center, institution or home. Additional copies of the application are available at all sites. The information provided on the application is confidential information to be used only for the purposes of determining eligibility of the child. An application may be submitted at any time during the school year, but must be submitted annually for continued eligibility. Information given on the application may be verified at any time during the school year by school or program officials.

ATTACHMENT C
(Cont.)

So that the school or program officials can determine eligibility for free or reduced price benefits, the household must provide all of the following information listed on the application: Names of all household members; social security numbers of all adult household members or a statement that the household member does not possess one; total household income; and the amount and source of income received by each household member; and the signature of an adult household member certifying that the information provided is correct. Households including the child applying, currently receiving food stamps may submit their Food Stamp Program Case Number instead of income information. Households are required to report increases in household income of over \$50 per month or \$600 per year and decreases in household size.

In certain cases, foster children are also eligible for these benefits. If a family has foster children living with them and wishes to apply for free or reduced price meals and milk for them the school principal or program director should be contacted.

Under the provision of the free and reduced price meal and free milk policy the school principal or program director will review applications and determine eligibility. If a parent is dissatisfied with the decision, he may wish to discuss the decision with the principal or director on an informal basis. If the parent or guardian wishes to make a formal complaint, he may make a request either orally or in writing to:

Name _____ Telephone _____

Address _____

for a hearing to appeal the decision. The county (or private school, institution, center or home) policy contains an outline of the hearing procedures.

If during the school year a family member becomes unemployed or if family size changes, the family should contact the school, institution, center or home to file an application.

In the operation of child feeding programs, no child will be discriminated against because of race, color, national origin, age, sex or handicap. If any member of a household believes he/she has been discriminated against, he/she should write immediately to the Secretary of Agriculture, Washington D.C. 20250.

Each school, child care center, institution or home and the office of the county board of education has a copy of the complete policy which may be reviewed by any interested party.

ATTACHMENT C
(Cont.)

This is the public release we will send to:

(Enter names of news media outlets, unemployment offices and major employers contemplating or experiencing layoffs.)

_____ on _____ (Date).

These groups must be advised of program availability, new programs or changes in existing programs.

West Virginia Department of Education
Charleston, West Virginia 25305

APPLICATION FOR FREE OR REDUCED PRICE MEALS AND FREE TEXTBOOKS, WORKBOOKS AND EDUCATIONAL SUPPLIES

INSTRUCTIONS: Fill in All of the sections EXCEPT...
When you are applying ONLY for a FOSTER CHILD Then, leave out items E, F and G. OR
When your household is getting FOOD STAMPS, YOU DO NOT NEED TO GIVE your income. You may give your FOOD STAMP CASE NUMBER instead. The number will be used only to verify your eligibility for free or reduced price meals or free milk.

INCOME: ENTER ALL INCOME AND PAYMENTS received by adults or others LAST MONTH, before deductions were taken out... Under "Pension or Other" you should enter any other type retirement pay, disability or black lung payments, strike benefits or any other cash.

SOCIAL SECURITY NUMBERS: You do not have to give social security numbers, but if you refuse, your child cannot be approved to receive free or reduced price meals. The social security number may be used to identify you for verifying the information you report on this application. Verification may include audit, investigation, contacting the state employment security office, the food stamp office, employers and checking the written information given by the household.
If incorrect information is discovered, a loss of benefits or legal action may occur. These facts must be told to all household members whose social security numbers are given on this form.

A. NUMBER OF CHILDREN IN MY HOUSEHOLD WHO ARE UNDER THE AGE OF 21 (This number should be equal to the total listed on the front page of this form. Please count in foster children)

B. NUMBER OF ADULTS IN MY HOUSEHOLD WHO ARE 21 AND OVER (count ALL adults over 21 who live in your household. You will need to list them under "E" by name.)

C. TOTAL NUMBER OF HOUSEHOLD MEMBERS (The number you get should equal the number of persons who live in your household-related and not related.)

D. MY FAMILY IS GETTING FOOD STAMPS NOW. YES NO

MY FOOD STAMP CASE NUMBER IS

NAME OF SCHOOL OR CENTER

PARENT OR GUARDIAN (Please PRINT) (Last Name)

ADDRESS

TELEPHONE (work) (home)

IMPORTANT: If you provided your Food Stamp Case Number in Item D above, please provide only the names and social security numbers in Item E. You do not have to fill in item F. If your answer was "NO" in item D, complete all columns in Item E and Item F.

E. TOTAL INCOME WHICH WAS RECEIVED LAST MONTH BY ALL HOUSEHOLD MEMBERS (Enter the total money each PERSON was PAID or RECEIVED)

INSTRUCTIONS: List below the name of each household member age 18 or over. List all income, before deductions, received last month by each household member. For each person 21 or over, enter his/her Social Security Number. If last month's income is not typical for any household member, list a typical month's income.

FIRST NAME AND LAST NAME OF HOUSEHOLD MEMBER	SOCIAL SECURITY NUMBER (Enter)	EARNINGS LAST MONTH	PENSIONS OR OTHER	WELFARE PAYMENTS	SOCIAL SECURITY	CHILD SUPPORT AND ALIMONY	UNEMPLOYMENT COMPENSATION

F. TOTAL HOUSEHOLD INCOME FOR LAST MONTH

G. FOR FOSTER CHILDREN ONLY:

Fill Out the Blanks Below
Leave Items E & F Blank.

* For School Use Only:
Reasons for Denial

NAME OF CHILD	INCOME

THEREBY CERTIFY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT AS GIVEN AND THAT ALL INCOME IS REPORTED. INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS AND THAT SCHOOL OFFICIALS MAY VERIFY THE INFORMATION GIVEN ON THE APPLICATION AND THAT DELIBERATE MISREPRESENTATION OF THE INFORMATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL LAW

SIGNATURE(S) OF PARENT(S) OR GUARDIAN(S) _____ DATE _____

PARENTS OR GUARDIANS: Please fill out one application for EACH school or child care center where you have children enrolled.

NAME OF SCHOOL OR CHILD CARE CENTER _____ COUNTY _____

I am applying for: (Check one or more blanks) Free Meals or Reduced Price Meals or Free Milk Free Meals for a foster child

Free Textbooks, Workbooks and Instructional Supplies

NAMES OF CHILDREN WHO ATTEND THIS SCHOOL OR CENTER DO NOT LIST ANY FOSTER CHILDREN IN THIS SPACE.

First Name	Last Name	Age	Grade	First Name	Last Name	Age	Grade
1				4			
2				5			
3				6			

NAMES OF ANY FOSTER CHILDREN WHO ATTEND THIS SCHOOL OR CENTER

First Name	Last Name	Age	Grade	First Name	Last Name	Age	Grade
1				3			
2				4			

NAMES OF ANY OTHER CHILDREN UNDER 21 WHO ATTEND ANY OTHER SCHOOL OR ANY OTHER CENTER.

Do not list foster children.

First Name	Last Name	Age	Grade
1			
2			
3			
4			
5			
6			
7			

NAMES OF ANY OTHER CHILDREN UNDER 21 WHO ARE IN YOUR HOUSEHOLD BUT WHO DO NOT ATTEND A SCHOOL OR CHILD CARE CENTER. Do not list foster children.

First Name	Last Name	Age
1		
2		
3		
4		
5		

FOR SCHOOL USE ONLY: Total Number of children under 21

Application Denied* _____ Total number of foster children _____
 Application Approved: _____ Free Meals _____ Temporary Free _____
 Reduced Price _____ Temporary Reduced _____ Foster Child Only _____
 Free Milk _____ Free Textbooks, workbooks & educational supplies _____
 Date _____

RACE: Please check your child's or children's racial or ethnic group. You are not required to answer, but we need this answer to be sure everyone receives benefits on a fair basis.

White, not of Hispanic origin _____
 Hispanic _____
 Asian or Pacific Islander _____
 American Indian or Alaskan; native _____
 Black, not of Hispanic origin _____

INSTRUCTIONS: When you are applying for:

- Free Meals or Reduced Price Meals or Free Milk or Free Textbooks, Free Workbooks and Free Educational Supplies

You MUST fill out an Application for these benefits for YOUR child or children and for any FOSTER CHILD in your household.

The Application form is always available at your school and you may fill out an Application at any time during the year when you need these services and when you feel that your household is eligible.

The school or center can check and approve your application ONLY if you have filled in the information given below.

Names of all household members; Social Security Numbers of ALL persons 21 and older (if a person has no number, write "None");

Amount and Source of ALL income for EVERY ADULT who lives in your house.

SIGNATURE of an Adult Household Member.

ALL INFORMATION GIVEN WILL BE TREATED CONFIDENTIALLY AND WILL BE USED ONLY TO CHECK ON THE ELIGIBILITY FOR CHILD NUTRITION PROGRAM BENEFITS. In these child feeding programs, there is NO discrimination for race, sex, color, age, national origin or handicap. If you feel you have been discriminated against, write immediately to the Secretary of Agriculture, Washington DC 20250.

WEST VIRGINIA DEPARTMENT OF EDUCATION
Charleston, West Virginia 25305

DEAR PARENT OR GUARDIAN,

Each year this letter is sent to you by the school, center or camp your child attends to tell you about their food services. In most schools, your child may eat both breakfast and lunch at school. In child care centers, your child may eat breakfast, lunch or snacks. Summer camps have different types of meals, depending upon the type of camp your child attends.

In public and private schools, the regular price of school breakfast and school lunch will vary. The price of a reduced price breakfast is 30 cents. The price of a reduced price lunch is 40 cents. The price of a reduced price supplement, when served, is 15 cents and a reduced price dinner (served in child care food program, only is 40 cents. In most centers and camps, there is no separate charge for meals served. However, centers and camps which operate under the United States Department of Agriculture will receive different meal subsidies, depending upon the parents' income. In those center which charge separately for meals, the reduced price charges will be as stated above for lunch and breakfast.

All meals served under the United States Department of Agriculture programs must meet high nutritional and sanitation standards. All children are treated the same. It does not matter whether they are able to pay the full price for their meals.

The school or center has attached a copy of the Application form which you should fill out if you wish to apply for free or reduced price meals for your child. You also may apply for free textbooks, workbooks and educational supplies on this same application.

The Income Guidelines to be used this year are printed at the bottom of this page. You may check to see if your household income is within these guidelines. If your total household income is the same as or is less than the income listed across from your household size, you should fill out the application. You must fill out an application for each school or center or camp where your children are enrolled.

When you have filled out the application, send it to the school as soon as possible. The school or center will check the application and approve or disapprove it within 10 school days from the day the application is received. You will be notified whether or not your child or children will receive free or reduced price meals or free textbooks.

INCOME GUIDELINES FOR REDUCED PRICE MEALS
July 1, 1986 - June 30, 1987

HOUSEHOLD SIZE	TOTAL HOUSEHOLD INCOME BEFORE DEDUCTIONS		
	YEARLY	MONTHLY	WEEKLY
ONE	\$ 9,916	\$ 827	\$191
TWO	13,394	1,117	258
THREE	16,872	1,406	325
FOUR	20,350	1,696	392
FIVE	23,828	1,986	459
SIX	27,306	2,276	526
SEVEN	30,784	2,566	592
EIGHT	34,262	2,856	659
For Each Additional Household Member, ADD	3,478	290	67

YOU MUST LIST ALL INCOME FOR EACH MEMBER OF YOUR HOUSEHOLD: This includes wages from all jobs, before deductions for taxes and social security and other items. It also includes retirement or pension income for any household member and any other income. If you or anyone else got disability, workman's compensation, strike benefits, child support, alimony or other payments such as black lung benefits, you must list these by source for every person living in your household. If the last month's income listed on your application was greater or less than average, you should give the average monthly income in the blank provided.

PLEASE TURN THIS PAGE FOR INSTRUCTIONS

INSTRUCTIONS

To have your application approved, you must list:

- The NAMES of your children who attend that school or center;
- The NAMES of your other children;
- The NAMES of ALL ADULTS 18 years old or older;
- The SOCIAL SECURITY NUMBERS of all ADULTS 21 years or older;
- Your household's total INCOME last month OR your Food Stamp Case Number;
- The amount and source of income for EACH HOUSEHOLD MEMBER;
- The SIGNATURE of an adult household member.

If your household, including the children listed in your application, is now receiving food stamps, you may list your Food Stamp Case Number instead of total household income. This information will be kept confidential. It will be used only to verify your household's eligibility. Your children may receive free or reduced price meals without affecting the amount you receive in food stamps.

Each school must check your application to see if you have listed all of the information given above. The school may also be required to verify the information which you have given on your application.

Social Security Numbers

Section 9 and 17 of the National School Lunch Act require that, in order for your child to be eligible for free or reduced price meals, you must list the social security numbers of all adults in your household. You are not required to list these, but the failure to provide the numbers will result in a denial of the application.

You must bring this notice to the attention of all household members whose social security numbers are disclosed. The social security numbers may be used to identify household members when carrying out efforts to verify the correctness of information given on your application. These verification efforts may be carried-out through program reviews, audits and investigations and may include: contacting employers to determine income; contacting the social security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or a reduction of benefits, administrative claims or legal actions if incorrect information is reported.

Application Approval And Hearing Procedure

If your application is denied or if you feel that your child should receive free instead of reduced price meals, you should contact the school immediately. If, after talking over your problem, you still disagree with the decision, you have a right to a fair hearing. You should write or telephone your Superintendent of Schools or your center director to ask for a fair hearing.

You may fill out an application now or at any time during the school year.

If your household income is lower, or if you have additions to your household size, your child may qualify for different benefits. You also must notify the school or center or camp if you household income increases by \$50 a month or more or if there is a decrease in the size of your household. If you or a household member became unemployed, your child or children may become eligible for free or reduced price meals during that period of unemployment, provided that the loss of income causes the total household income to fall within these eligibility guidelines.

Foster Children

You may have a foster child living in your home. If that child is a ward of the Department of Human Services or of the Court, you should apply for free or reduced price meals for the child. You do not have to report your total household income if you are only applying for the foster child.

IF YOU NEED HELP IN FILLING OUT THE APPLICATION, CALL OR VISIT YOUR SCHOOL OR CENTER.

In the operation of Child Nutrition Programs, the school, center or camp cannot discriminate on the basis of race, color, national origin, age, sex or handicap. If you feel that your child has been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

WEST VIRGINIA DEPARTMENT OF EDUCATION
 Charleston, West Virginia 25305
 SPECIAL MILK PROGRAM

DEAR PARENT OR GUARDIAN,

Each year this letter is sent to you by the school, center or camp your child attends to tell you about their Special Milk Program.

All milk served under the United States Department of Agriculture Special Milk Program must meet nutritional and sanitation standards. All children are treated the same. It does not matter whether they are able to pay the full price for their milk.

The school or center or institution or camp has attached a copy of the Application form which you should fill out if you wish to apply for free milk for your child. You also may apply for free textbooks, workbooks and educational supplies on this same application for children attending public schools only.

The Income Guidelines to be used this year are printed at the bottom of this page. You may check to see if your household income is within these guidelines. If your total household income is the same as or is less than the income listed across from your household size, you should fill out the application. You must fill out one application for each school or institution or center or camp where your children are enrolled.

When you have filled out the application, send it to the sponsor as soon as possible. The school, institution, camp or center will check the application and approve or disapprove it within 10 school days from the day the application is received. You will be notified whether or not your child or children will receive free milk.

INCOME GUIDELINES FOR FREE MILK
 July 1, 1986 - June 30, 1987

HOUSEHOLD SIZE	TOTAL HOUSEHOLD INCOME BEFORE DEDUCTIONS		
	YEARLY	MONTHLY	WEEKLY
ONE	\$ 6,968.	\$ 581.	\$134
TWO	9,412.	785.	181
THREE	11,856.	988.	228
FOUR	14,300.	1,192.	275
FIVE	16,744.	1,396.	322
SIX	19,188.	1,599.	369
SEVEN	21,632.	1,803.	416
EIGHT	24,076.	2,007.	463
For Each Additional Household Member, ADD	2,444.	204.	47

YOU MUST LIST ALL INCOME FOR EACH ADULT IN YOUR HOUSEHOLD: This includes wages from all jobs, before deductions for taxes and social security and other. It also includes retirement or pension income for any household member and any other income. If you or anyone else got disability, workman's compensation, strike benefits, child support, alimony or other payments such as black lung benefits, you must list these by source for every adult person living in your household. If the last month's income listed on your application was greater or less than average, you should give the average monthly income in the blank provided.

PLEASE TURN THIS PAGE FOR INSTRUCTIONS

INSTRUCTIONS
SPECIAL MILK PROGRAM

To have your application approved, you must list:

- The NAMES of your children who attend that school, institution, camp or center;
- The NAMES of your other children;
- The NAMES of ALL ADULTS 18 years old or older;
- The SOCIAL SECURITY NUMBERS of all ADULTS 21 years or older;
- Your household's total INCOME last month OR your Food Stamp Case Number;
- The amount and source of income for EACH ADULT 18 years and older;
- The SIGNATURE of an adult household member.

If your household is now receiving food stamps, you may list your Food Stamp Case Number instead of total household income. This information will be kept confidential. It will be used only to verify your household's eligibility. Your children may receive free milk without affecting the amount you receive in food stamps.

Each sponsor must check your application to see if you have listed all of the information given above. The sponsor may also be required to verify the information which you have given on your application.

Social Security Numbers

Section 9 and 17 of the National School Lunch Act require that, in order for your child to be eligible for free milk, you must list the social security numbers of all adults in your household. You are not required to list these, but the failure to provide the numbers will result in a denial of the application.

You must bring this notice to the attention of all household members whose social security numbers are disclosed. The social security numbers may be used to identify household members when carrying out efforts to verify the correctness of information given on your application. These verification efforts may be carried-out through program reviews, audits and investigations and may include: contacting employers to determine income; contacting the social security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or a reduction of benefits, administrative claims or legal actions if incorrect information is reported.

Application Approval And Hearing Procedure

If your application is denied and you feel that your child should receive free milk you should contact the sponsor immediately. If, after talking over your problem, you still disagree with the decision, you have a right to a fair hearing. You should write or telephone your Superintendent of Schools or your institution, camp or center director to ask for a fair hearing.

You may fill out an application now or at any time during the school year.

If your household income is lower, or if you have additions to your household size, your child may qualify for different benefits. You also must notify the school, institution or center or camp if you household income increases by \$50 a month or more or if there is a decrease in the size of your household.

Foster Children

You may have a foster child living in your home. If that child is a ward of the Department of Human Services or of the Court, you should apply for free milk for the child. You do not have to report your total household income if you are only applying for the foster child.

IF YOU NEED HELP IN FILLING OUT THE APPLICATION, CALL OR VISIT YOUR SCHOOL OR CENTER.

In the operation of Child Nutrition Programs, the school, center or camp cannot discriminate on the basis of race, color, national origin, age, sex or handicap. If you feel that your child has been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

WEST VIRGINIA DEPARTMENT OF EDUCATION
CHILD NUTRITION DIVISION
Charleston, West Virginia 25305

APPLICATION AND AGREEMENT FOR THE SCHOOL LUNCH, SCHOOL BREAKFAST AND SPECIAL MILK PROGRAMS

NAME OF SCHOOL OR INSTITUTION _____

ADDRESS _____

COUNTY _____ TYPE OF PROGRAM: NEW _____ RENEWAL _____

CURRENT ENROLLMENT _____ AVERAGE DAILY ATTENDANCE _____ PROGRAM BEGINS _____

PROGRAM ENDS _____ NUMBER FOOD SERVICE WORKERS: FULL TIME _____ PART TIME _____

DOES THE SCHOOL OPERATE ITS MEAL SERVICE ON A FEE, CONCESSION OR CONTRACT ARRANGEMENT?

YES _____ NO _____ If "Yes", attach a copy of the current contract.

THE SCHOOL OR INSTITUTION LISTED ABOVE IS APPLYING FOR APPROVAL TO OPERATE THE CHILD NUTRITION PROGRAMS AS LISTED BELOW:

SECTION A. SCHOOL LUNCH PROGRAM _____ (check if appropriate)

Estimated number of lunches to be served daily: To Children _____; To Adults _____

Estimated number of lunches to be served daily to children: Free _____; Reduced Price _____

Lunch Prices: Children: Regular Price _____; Reduced Price _____; Adult Price _____

SECTION B. SCHOOL BREAKFAST PROGRAM _____ (check if appropriate)

Estimated number of breakfasts to be served daily: To Children _____; To Adults _____

Estimated number of breakfasts to be served daily to children: Free _____; Reduced Price _____

Breakfast Prices: Children: Regular Price _____; Reduced Price _____; Adult Price _____

SECTION C. SPECIAL MILK PROGRAM _____ (check if appropriate)

NOTE: Schools which applied for either the School Lunch and/or the School Breakfast Program in Section A or Section B above, do not complete Section C.

Net Delivered Price (after discount) paid to supplier per $\frac{1}{2}$ pint milk _____

Unflavored, low fat _____; Unflavored, 3% fat _____; Flavored _____; Other _____

Price to be charged children per $\frac{1}{2}$ pint milk: Unflavored, low fat _____; Flavored _____

Unflavored, 3% _____; Other _____ (Specify type, e.g., buttermilk, milk shake, etc.)

LIST BELOW THE NAMES AND ADDRESSES OF ANY OTHER SITES WHICH ARE SERVED BY THIS PROGRAM:

MEMORANDUM OF UNDERSTANDING

To effectuate the purposes of the National School Lunch Act and the Child Nutrition Act and federal/state regulations governing the School Lunch Program, the School Breakfast Program and the Special Milk Program, the West Virginia Department of Education, the County Board of Education or other Sponsoring Agency and the School or Institution completing this Application and Agreement do hereby agree:

1. The West Virginia Department of Education (hereinafter referred to as "Department") shall reimburse the Sponsoring Agency (hereinafter referred to as "Sponsor") to the extent of funds available, for lunches and/or breakfasts and/or special milk served to children in connection with the National School Lunch Act and the Child Nutrition Act during the fiscal year during which the Department's Agreement with the Sponsor and the Sponsor's Agreement with the School or Institution (hereinafter referred to as "School") is in effect.

Reimbursement shall be made to the Sponsor only in connection with meals which are served to eligible children which meet the nutritional requirements set forth in Section 3 of this Memorandum of Understanding. The School may be reimbursed, to the extent that funds are available, by the Sponsor for school lunches and/or school breakfasts or for special milk served by the School under the Programs indicated on Page 1 of this Agreement. Further, compliance by the School with federal regulation set forth in Chapter 7, Code of Federal Regulations, Parts 210, 220, 215 and 245, as applicable to the specific child nutrition program, is prerequisite to participation in the School Lunch Program, the School Breakfast Program and the Special Milk Program.

Reimbursement rates are established by the Department, to the extent funds are available, within the maximum payments prescribed by the United States Department of Agriculture. Such payments are determined by multiplying the appropriate rate by the total number of school lunches, school breakfasts or one-half pints of special milk served to the appropriate categories of eligible children (free, reduced price or fully paid).

In approving Applications from eligible schools or institutions, in assigning reimbursement rates and in approving for payment of monthly Claims for Reimbursement, the Department requires compliance with the following conditions:

- A. The Sponsor has on file with the Department an approved and current Sponsor's Agreement for the School Lunch, School Breakfast and/or Special Milk Program;
- B. The Sponsor has on file with the Department an approved and current Policy Statement for the Provision of Free and Reduced Price School Meals and Free Milk;
- C. A Sponsor (or School) which operates its food service program on contract with a food service management company shall remain responsible for assuring that the feeding operation is in compliance with Sponsor's Agreement with the Department;
- D. To the extent of funds available, the Department shall reimburse the Sponsor on behalf of the School for meals or milk served in accordance with the terms of this Memorandum of Understanding in any fiscal year during which this Memorandum and the Sponsor's Agreement are in effect. If meals or milk are served by the School during parts of two fiscal years, the Department's agreement to reimburse the Sponsor is conditional upon appropriation by Congress of funds in sufficient amounts for the specific meal or milk service during such second fiscal year.

- E. No legal liability on the part of the Department for the payment of any money shall arise until such appropriations have been provided by the United States Department of Agriculture.
 - F. The Department will honor Claims for Reimbursement which are submitted by the Sponsor on forms provided by the Department within 60 days following the last day of the month covered by the Claim. Claims not filed within 60 days will not be paid except when the United States Department of Agriculture determines that late submission of the Claim was justifiable.
 - G. The Sponsor conducts a non-profit food and/or milk service and maintains records of income and expenditures in such a manner as to reflect the non-profit status of the food/milk service.
 - H. The Sponsor makes available for review or audit appropriate documentation concerning program eligibility, licensure with the required State Agencies and documentation of tuition, fees and meal/milk charges to the Child.
2. In administering the various school nutrition programs, in assigning reimbursement rates and in compiling and approving for payment monthly Claims for Reimbursement, the Sponsor requires compliance with the following conditions:
- A. The School conducts a non-profit meal or milk service and maintains records of income and expenditures to reflect the non-profit status of the service.
 - B. Income accruing to the school food service program in any School participating in the Programs under the National School Lunch Act and the Child Nutrition Act shall be used by the Sponsor and by the School only for Program purposes, provided that such income shall not be used to purchase land or to acquire or to construct buildings.
 - C. The Sponsor and the School shall limit operating balance for the school nutrition programs to a level consistent with program needs. All excess funds shall be utilized to: reduce the price of the meal or milk to the child; improve the quality of the meal; and upgrade equipment, as approved by the Sponsor and/or Department.
 - D. No food, other than the school meal or milk shall be served in the dining area at the time of meal service. Meals or milk shall not be denied any child for disciplinary purposes. No student shall be discriminated against by service of meals or milk which are different from those offered to other children.
 - E. Except for food service personnel, payments for all adult breakfasts, lunches and milk shall be made. Adult and student meal and milk prices shall be approved annually by the Department.
 - F. The School and Sponsor shall operate the School Lunch, School Breakfast and Special Milk Program in compliance with all policies set forth in the West Virginia Department of Education Policies of Operation Manual.
 - G. The School is cognizant of and is in compliance in all respects with the conditions set forth in the Sponsor's current Policy Statement for Provision of Free and Reduced Price Meals and Free Milk. School lunches and/or school breakfasts or special milk are offered to all children attending a participating school and shall be served without cost or at reduced cost to all children with approved applications on file for free or reduced price benefits.

- H. The Sponsor and School shall maintain for a period of three years after the end of the fiscal year to which these pertain, all records and reports related to program operation, including Applications and Agreements, Policy Statements for the Provision of Free and Reduced Price Meals and Free Milk, Student Application for Free/Reduced Price Meals or Free Milk, records of verification of eligibility, daily participation records, Claims for Reimbursement, Meal Production Records, Inventory Records, invoices, bills, receipts, purchase orders, bid requests, bid award documentation, bank statements and ledger sheets.
- I. All records related to program operation shall be made available to the Sponsor, Department, United States Department of Agriculture and to State Auditors for review and/or audit at any reasonable place and time.
- J. In the operation of all child nutrition programs, the School shall agree to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975. Compliance shall be consistent with the objective that no person in the United States shall, on the ground of race, color, national origin, age, sex or handicap, be excluded from participation in, be denied the benefits of or be otherwise subject to discrimination.
3. In the operation of the school food service programs, the School or Institution agrees to the following policies concerning food service:
- A. The School Lunch shall include as a minimum:
- (1) One-half pint fluid milk:
Unflavored, fluid lowfat, skim or buttermilk must be offered. Children may be allowed choices of other types of fluid milk.
- (2) Meat or Meal Alternate
Lean meat, poultry or fish (edible portion) - 2 ounces or
Cheese - 2 ounces, or
Cooked dry beans or peas - 1/2 cup, or
Peanut butter - 4 tablespoons, or
One Egg, or
An equivalent quantity of any combination of any of the above.
- (3) Vegetable or Fruit - 3/4 cup total from two or more:
Two or more servings of vegetables or fruit or both. (Full-strength vegetable or fruit juice may be counted to meet not more than one half of the requirement.
- (4) Bread or Bread Alternate - enriched or whole grain - 10 servings per week.
One serving = 1 slice bread, or 1/2 cup of cooked rice, macaroni, noodles, other pasta products, other cereal products such as bulgur or corn grits or an equivalent size serving of biscuits, rolls, muffins, etc.

B. The School Breakfast shall include as a minimum:

- (1) One-half pint fluid milk served as a beverage or on cereal or both.
- (2) Fruit or Vegetable or Full-strength vegetable or fruit juice - 1/2 cup
- (3) Bread or Bread Alternate

One slice of whole-grain or enriched bread or an equivalent serving of, biscuits, rolls, muffins, etc., provided that these are made of whole-grain or enriched flour or meal, or one ounce (weight) or 3/4 cup (volume) of whole grain cereal or enriched or fortified cereal, or An equivalent quantity of any combination of any of the above.

Breakfasts shall also include, as often as is practicable, protein-rich foods, such as one egg or one ounce (edible portion) of meat, fish or poultry or one ounce cheese or 2 tablespoons peanut butter.

C. Special Milk eligible for reimbursement includes:

One-half pint portions of pasteurized, fluid types of unflavored or flavored whole, lowfat, skim milk or cultured buttermilk, all of which meet State standards for milk.

D. Substitutions may be made in the foods listed above if the individual child is unable, because of medical or other special dietary needs, to consume certain foods. Such substitutions shall be made only when a written statement from a recognized medical authority is on file which includes recommended alternate foods. Approval by the United States Department of Agriculture is required if variations of the food components are requested on the basis of ethnic or religious needs. In the event of a natural disaster, the United States Department of Agriculture may temporarily allow schools to serve meals which do not meet the requirements listed above. Under emergency conditions, the Department may approve the temporary service of meals without milk.

E. Under the School Lunch Program regulations only (not under the School Breakfast Program regulations):

- (1) Each participating school must offer its students all five food items, as listed above.
- (2) Each participating senior high school must permit its students to decline up to two of the five food items.
- (3) Students below the senior high school level may be allowed to decline either two or one of the five food items, provided that the Sponsor has approved the "Offer vs Serve" policy in the elementary and/or middle or junior high schools.
- (4) A student's decision to decline any food item shall not affect the price of the lunch.

F. Adequate facilities shall be maintained for storing, preparing and serving food and milk. Sanitation, health and safety standards shall conform with all state and local standards, including an adequate and safe supply of water and sanitary disposal of all water and refuse.

G. The School shall furnish adequate facilities and equipment so that the children may eat their meals in an accepted social manner. Adequate and sympathetic supervision shall be provided in the dining area.

4. This Agreement may be terminated upon 10 days written notice on the part of either party hereto and the Department and/or Sponsor may terminate this agreement immediately upon receipt of evidence that the terms and conditions of this agreement or of the applicable regulations and policies have not been fully complied with by the School or Sponsor. The Department may make adjustments in rates of reimbursement in accordance with the availability of funds or in order to comply with the provisions of the National School Lunch Act or the Child Nutrition Act. Notice of such adjustments shall be given in writing to the Sponsor as far in advance of the applicable date as is practicable.

Any deviation from this memorandum may mean just cause for the program to be terminated unless the situation may be remedied at once.

5. I CERTIFY THAT THE ABOVE MEMORANDUM HAS BEEN READ AND AGREE TO.

SIGNATURES

_____	_____
PRINCIPAL OR ADMINISTRATOR	DATE
_____	_____
COUNTY SUPERINTENDENT OR SPONSORING AGENCY OFFICIAL	DATE
_____	_____
STATE SUPERINTENDENT OF SCHOOLS	DATE

SECTION B
SCHOOL BREAKFAST

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BACKGROUND

The school breakfast is a meal which meets the federal and state nutritional requirements and is served to students at or near the beginning of the school day, in the morning hours.

The value of this program is that it provides a breakfast to students who do not eat breakfast at home. A student who has eaten breakfast is more alert and less fatigued, and is thought to have a better chance of doing well in school. Many educators feel there are fewer discipline problems among some students who start the day with a good breakfast.

School breakfasts provide a good start toward meeting a student's daily nutritional needs of food energy, protein, vitamins and minerals.

An amendment to the Code of West Virginia, effective July 10, 1981, requires each county board of education to establish and operate school breakfast programs in accordance with WVDE standards:

Article 18-5-37

"Beginning the school year of 1981-82 and continuing thereafter, each county board of education shall establish and operate a school breakfast program under which a nutritious breakfast shall be made available to all pupils enrolled in the schools of the county in accord with standards of the state department of education."

MEAL REQUIREMENTS AND RECOMMENDATIONS

Components	Minimum Required Quantities
<u>Fruit or Vegetable</u>	
Fruit or Vegetable or Fruit Juice or Vegetable Juice	1/2 cup Must be full-strength juice and may be labeled "juice", "full strength juice," or reconstituted juice".
<u>Bread or Bread Alternate</u>	
One of the following or combination to give an equivalent quantity · a serving (1 slice) of whole grain or enriched bread; · a serving of biscuits, rolls, muffins, etc., whole-grain or enriched; or · a serving (3/4 cup or 1 ounce, whichever is less) of whole-grain, enriched or fortified cereal.	1 serving
<u>Fluid Milk</u>	
As a beverage or on cereal or both	1/2 pint

All such menu items shall contain less than 40 percent sugar (in crystalline form or in solution as syrup, both monosaccharides and disaccharides) and/or other sweetening agents. The following foods are not recommended since they may contain a high percentage of sugar: frosted or filled doughnuts, iced pastries and sweet rolls, frosted toaster products and most presweetened cereals. Schools are encouraged to prepare appropriate school-baked items.

It is the responsibility of the SFA or school to obtain sugar content statements which indicate percentage of total sweetening agents in questionable food and beverage items.

OFFER VS SERVE

The offer vs serve provision does not apply to the breakfast program.

In order for a breakfast to be considered a reimbursable meal, all three components must be served and students may not be allowed to refuse any of these three.

Platewaste may be decreased if choices of menu items are offered. For example the fruit/vegetable requirement may be met by offering choices of different types of juices and/or fruits. However, each student must take one of the juices or fruits offered.

A LA CARTE

To encourage students to develop good food habits and to provide for the nutritional needs of all students in attendance, sales of certain specific items of food may be made in the dining area at the same time as the breakfast service. With the approval of the SFA, schools are authorized to sell, as separately priced menu items, the specific food and beverage items listed below:

- . full strength (100%) fruit or vegetable juice;
- . fresh fruit, such as apples or bananas;
- . milk; and/or
- . bread items prepared from whole-grain or enriched flour, including toast, biscuits, muffins, English muffins, quick breads, bagels or rolls.

The funds received from the sale of all a la carte breakfast foods and beverages shall accrue to the school's child nutrition account and be recorded as non-reimbursable lunches. In order to determine the number of non-reimbursable lunches, total all money received from the sale of a la carte breakfast items and then divide by the student lunch price. Record these meals in column 11 on Form WVDE 43-10-30S [G-30.1].

EXCEPTIONS

Regulations require substitutions in the food components of the basic meal requirements if individual students are unable to consume the required food because of medical or other special dietary needs. An example would be a nutritious substitute for milk in the case of a student with lactose intolerance. Such an exception must be supported by a statement from a recognized medical authority and must include recommended nutritious substitute foods. The statement must be maintained on file in the school and available for audit.

Regulations allow for certain other variations in the food components of the basic meal requirements on an experimental or continuing basis in schools where there is specific evidence that such variations are nutritionally sound and are necessary to meet ethnic, religious, economic or physical needs. However, these exceptions must be granted by the FNS, USDA, Washington, D.C.

Any deviation from the required meal pattern other than those described above must be approved by the WVDE or WVDE Coordinator.

REIMBURSABLE BREAKFASTS

Breakfasts that meet USDA requirements are eligible for financial assistance through the WVDE. Reimbursement for only one breakfast per day may be claimed for a student who is:

- . enrolled in the educational program of the SFA;
- . in attendance at the time of meal service; and
- . claimed by eligibility category established by currently approved free or reduced meal application.

Second breakfasts consumed by students should be converted to non-reimbursable lunches using the formula two breakfasts equal one lunch. At the end of each month, divide the total number second breakfasts served by two and record this figure in column 11 on Form WVDE 43-10-30S. [G - 30.1].

SEVERE NEED RATES OF REIMBURSEMENT

A school will be eligible for severe need reimbursement rates for school breakfast only if the school or SFA served 40 percent or more of their lunches free or at a reduced price during the second preceding year. Names of these SFAs are on the back of the page listing current reimbursement rates [G - 30.6a].

Any eligible school or SFA must annually complete and submit an application for severe need breakfast classification [B - 30.1] for approval to the Child Nutrition Division of the WVDE.

USDA regulations require that schools receiving the severe need rate of breakfast reimbursement must document SFAs costs to equal the total breakfast reimbursement or repayment must be made:

One Daily Meal Cost Worksheet [B - 30.1a] must be completed for each day meals are served for a two week period or for a complete menu cycle if cycle menus are used. This study is to be conducted in the months of October and March in 10 percent of the schools or a minimum of one school - whichever is greater. If only one school is necessary, it should be one of those with the larger participation. If two schools, choose an elementary school and a middle or junior high school with the larger participation. If three schools, choose an elementary, middle or junior high and a secondary with the higher participation. If over three, choose from schools with larger participation, ensuring that all three categories are represented - elementary, middle or junior high and secondary.

This study is to be sent to the WVDE coordinator as soon as possible, no later than the 15th of the month following the study.

PRODUCTION RECORDS

Production records for breakfast are required in every child nutrition program in West Virginia. Booklets containing these record sheets [B - 30.2] will be furnished by the WVDE and, after completion, will be kept on file in the school child nutrition department for three years.

A production record documents the menu and the quantities of foods served. Therefore, it is an excellent management tool. Basic information for a production record should contain:

- . name of food prepared (recipe number if one is used);
- . quantity of major ingredients;
- . serving size planned;
- . number portions prepared;
- . number portions actually served;
- . quantity of food left over;
- . disposal of leftovers;
- . number students not yet served when food supply ran out;
- . weather conditions;
- . special school events; and
- . date and day of the week.

When production records are used to full advantage in child nutrition service programs, food production costs and food waste are kept to a minimum. Advantages of production records in specific school programs are:

- . in single choice situations, production records help forecast the amount of food to prepare; and
- . when choices of menus or menu items are offered, production records help forecast the number of servings to prepare for each menu item thus reducing the possibility of running out of a choice.

BUS SCHEDULE

The school and transportation schedules must provide time for school breakfast prior to the start of the student's instructional day.

A minimum of ten minutes eating time (after going through the serving line) is to be provided for the school breakfast.

WAIVER

If, at the beginning of the school year, a particular school finds it impossible to operate a school breakfast program the school shall notify the SFA of its intention to request a waiver from the state superintendent of schools.

Article 18-5-37

"A particular school, which because of compelling circumstances is not able to provide a satisfactory school breakfast program may apply to the state superintendent of schools for a waiver. Upon application, the state superintendent of schools shall give notice and the opportunity to be heard to the parents and the school and shall review the specific reasons for the waiver request and if the state superintendent determines that a particular school, because of compelling circumstances, is not able to provide a satisfactory school breakfast program, it may be granted a waiver, not to exceed two years except upon reapplication."

If, after review of the request the county superintendent concurs that the school has compelling circumstances which prevent the operation of the school breakfast program, the request for the waiver shall be approved by the county superintendent.

Each request for a waiver due to compelling circumstances shall be submitted in writing by the county superintendent and the county board to the state superintendent of schools. The request shall set forth the circumstances leading to the waiver request and shall be accompanied by appropriate documentation, together with a proposed date and location for the required hearing.

Each request for a waiver shall be reviewed by the WVDE. Public announcement of the dates and places for the hearings shall be made by the state superintendent of schools. The required hearing shall be conducted by local school officials. Roll call and minutes of the proceedings shall be taken and a summary of the minutes shall be transmitted to the WVDE.

The state superintendent of schools shall notify the county superintendent of schools in writing concerning the approval or denial of the waiver request. Notification shall be given within 15 working days after the receipt of the record of the public hearing. The notification shall state whether the duration of the waiver approval is for one or two years.

The state superintendent shall annually report to the West Virginia Legislature on the first day of the regular session the schools exempt for that school term under the waiver provision and shall state the reasons for such exemptions.

TERMINATION PROVISION

If at any time, all USDA appropriations to the WVDE for the school breakfast program are terminated, SFAs are authorized but not required to continue operation of the school breakfast program.

WEST VIRGINIA DEPARTMENT OF EDUCATION
Charleston, West Virginia 25305

CRITERIA FOR DETERMINATION
OF
SEVERE NEED SCHOOLS OR INSTITUTIONS
SCHOOL BREAKFAST PROGRAM

Name and Address of Sponsor: _____ Name and Address of School or Institution _____

New Breakfast Program _____ Existing Breakfast Program _____

Criterion for Determination of Severe Need

1. Percent of Needy Children: _____ School Year _____
A school may qualify if 40% or more of the
school lunches served to students in the second
preceeding year were served free or at reduced
price. _____ %

AND

2. Unusual Costs Per Meal Which Exceed the Normal
Breakfast Program Reimbursement Despite Good
Management _____ ¢
(State cause below)

a. Need for Additional Labor or Supervision \$ _____ /day

b. Unique Delivery Costs ¢ _____ /meal

c. Need for Special Menus or Foods (Specify) _____

d. Need for New Equipment/Special Supplies \$ _____

Date Breakfast Program Will Begin _____

Date Breakfast Program Will End _____

Signature _____ Date _____

Approved _____ Date _____

Meal Production Records

Lunch only:
Do you practice offer vs. serve? Yes ___ No ___

Left-overs: S-seconds W-waste F-freezer R-refrigerator

Day _____ Date _____	Menus	Serv. Size	Leftovers Amt. Disp.		Meat/Meat Alternate	Amt. Used	Size Cont.
Breakfast - Lunch							
_____ Planned							
Age/Grp. Served							
Group 3 _____							
Group 4 _____							
Group 5 _____							
Adults _____							
Total _____							

Day _____ Date _____

Day _____ Date _____	Menus	Serv. Size	Leftovers Amt. Disp.		Meat/Meat Alternate	Amt. Used	Size Cont.
Breakfast - Lunch							
_____ Planned							
Age/Grp. Served							
Group 3 _____							
Group 4 _____							
Group 5 _____							
Adults _____							
Total _____							

Day _____ Date _____

Day _____ Date _____	Menus	Serv. Size	Leftovers Amt. Disp.		Meat/Meat Alternate	Amt. Used	Size Cont.
Breakfast - Lunch							
_____ Planned							
Age/Grp. Served							
Group 3 _____							
Group 4 _____							
Group 5 _____							
Adults _____							
Total _____							

Day _____ Date _____

Day _____ Date _____	Menus	Serv. Size	Leftovers Amt. Disp.		Meat/Meat Alternate	Amt. Used	Size Cont.
Breakfast - Lunch							
_____ Planned							
Age/Grp. Served							
Group 3 _____							
Group 4 _____							
Group 5 _____							
Adults _____							
Total _____							

Day _____ Date _____

Day _____ Date _____	Menus	Serv. Size	Leftovers Amt. Disp.		Meat/Meat Alternate	Amt. Used	Size Cont.
Breakfast - Lunch							
_____ Planned							
Age/Grp. Served							
Group 3 _____							
Group 4 _____							
Group 5 _____							
Adults _____							
Total _____							

Completed by _____
 Indicate amount of food used and container size.

Vegetable/Fruit	Amt. Used	Size Cont.	Bread/ Bread Alt.	Amt. Used	Size Cont.	Other Foods	Amt. Used	Size Cont.	Remarks
									Milk
									With meals _____
									Sold extra _____

									Milk
									With meals _____
									Sold extra _____

									Milk
									With meals _____
									Sold extra _____

									Milk
									With meals _____
									Sold extra _____

									Milk
									With meals _____
									Sold extra _____

SECTION C
SCHOOL LUNCH

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BACKGROUND

The nutritional goal for school lunches is to provide approximately one-third of the Recommended Dietary Allowances (RDA) as specified by the National Research Council/National Academy of Sciences. It is not expected that each lunch each day will provide one-third of the RDA for all nutrients, but that, when averaged over a period of time - in which a wide variety of foods are served - the goal will be met.

In developing the USDA meal requirements, amounts of food energy (calories) and all nutrients for which adequate reliable food composition data are available were considered. Additionally, since the meal requirements allow for a variety of foods, it is assumed that other nutrients for which no RDA have been established or for which inadequate food composition data are available will also be supplied.

MEAL REQUIREMENTS AND RECOMMENDATIONS

The USDA lunch requirements are designed to provide a simple and easy-to-follow framework for planning nutritious and well-balanced lunches. They provide for broad food choices that can include local food preferences and cultural, ethnic and religious food practices.

The USDA meal requirements are specified according to kinds and amounts of food for each of the four food components. However, a minimum of five food items must be served, as shown below:

Components:	Food Items:
1. Meat/Meat Alternate	1. Meat/Meat Alternate
2. Vegetable/Fruit	2. Vegetable/Fruit
3. Bread/Bread Alternate	3. Vegetable/Fruit
4. Milk	4. Bread/Bread Alternate
	5. Milk

Other foods may be added as needed to complete the lunch and will provide additional food energy (calories) and other nutrients. These foods are served in addition to foods which meet the component requirements of a reimbursable lunch. They do not contribute to the USDA meal pattern requirements.

FOOD QUANTITIES

As specified in the National School Lunch Program regulations, a school lunch must contain a specified quantity of each of the food components. The following chart specifies quantities by age/grade group.

COMPONENTS		MINIMUM QUANTITIES				RECOMMENDED QUANTITIES
		Preschool		Grades K-3	Grades 4-12	Grades 7-12
		ages 1-2 (Group I)	ages 3-4 (Group II)	ages 5-8 (Group III)	age 9 & over (Group IV)	age 12 & over (Group V)
MEAT OR MEAT ALTERNATE	A serving of one of the following or a combination to give an equivalent quantity: Lean meat, poultry or fish (edible portion as served)	1 oz	1½ oz	1½ oz	2 oz	3 oz
	Cheese	1 oz	1½ oz	1½ oz	2 oz	3 oz
	Large egg(s)	½	¾	¾	1	1½
	Cooked dry beans or peas	¼ cup	¾ cup	¾ cup	½ cup	¾ cup
	Peanut butter	2 Tbsp	3 Tbsp	3 Tbsp	4 Tbsp	6 Tbsp
VEGETABLE AND/OR FRUIT	Two or more servings of vegetable or fruit or both to total	½ cup	½ cup	½ cup	¾ cup	¾ cup
BREAD OR BREAD ALTERNATE	Servings of bread or bread alternate A serving is: • 1 slice of whole-grain or enriched bread • 1 whole-grain or enriched biscuit roll, muffin, etc. • ½ cup of cooked whole-grain or enriched rice, macaroni, noodles, whole-grain or enriched pasta products, or other cereal grains such as bulgur or corn grits. • A combination of any of the above	5 per week	8 per week	8 per week	8 per week	10 per week
MILK	A serving of fluid milk	¾ cup (6 fl oz)	¾ cup (6 fl oz)	½ pint (8 fl oz)	½ pint (8 fl oz)	½ pint (8 fl oz)

Note that Groups I through IV are minimum requirements, but the quantities specified in Group V are recommendations. Schools are encouraged, not required, to vary portion sizes to better meet the food and nutritional needs of students by age. If a school chooses not to vary portion sizes, it is important to assure that the oldest group of students being served is receiving the minimum requirements for that age group. In other words, for a given age group of students, more than the minimum quantity may be served, but not less.

The quantities specified in Group V for students age 12 and over are recommendations, not requirements, and the minimum requirements for that group are the quantities specified in Group IV for students age 9 and over.

MEAT OR MEAT ALTERNATE COMPONENT

Minimum Quantities for students, grades K-12:

One of the following or a combination to give an equivalent quantity:	Grades K-3 ages 5-8 (Group III)	Grades 4-12 age 9 and over (Group IV)	Grades 7-12 age 12 and over (Group V)
Lean meat, poultry, or fish	1 1/2 oz.	2 oz.	3 oz.
Cheese	1 1/2 oz.	2 oz.	3 oz.
Large eggs	3/4	1	1 1/2
Cooked dry beans or peas	3/8 cup	1/2 cup	3/4 cup
Peanut butter or soynut butter or other nut or seed butters	3 Tbsp.	4 Tbsp.	6 Tbsp.
Peanuts or soynuts or tree nuts or seeds	3/4 oz. = 50%	1 oz. = 50%	1 1/2 oz. = 50%

The meat/meat alternate must be served in the main dish or the main dish and one other menu item. This means that two menu items are the maximum number which may be used to meet the meat/meat alternate requirement.

Textured vegetable protein products, cheese alternate products, and enriched macaroni with fortified protein may be used to meet part of the meat/meat alternate requirement. Fact sheets on each of these alternate foods give detailed instructions for use.

No more than 50% of the meat/meat alternate requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement.

The amount that must be served of a single meat alternate may seem too large for the particular age group being served. To make the quantity of that meat alternate more reasonable, a smaller amount should be served to meet part of the requirement and another meat or meat alternate used to meet the full requirement.

It is recommended that if schools do not offer students a choice of meat/meat alternate each day, they serve no one meat alternate or form of meat (ground, diced, pieces, etc.) more than three times in a single week.

Further information on the meat/meat alternate component is found in the USDA Menu Planning Guide, pages 12-14.

VEGETABLE/FRUIT COMPONENT

Minimum quantities for students, grades K-12:

	Grades K-3 ages 5-8 (Group III)	Grades 4-12 age 9 and over (Group IV)
Two or more servings of vegetables or fruits or both to total	1/2 cup	3/4 cup

The required 1/2 or 3/4 cup must consist of two or more servings. Menu items such as fruit cocktail and mixed vegetables are considered as only one item. Large combination vegetable and/or fruit salads, containing at least 3/4 cup or two or more vegetables and/or fruits in combination with meat or meat alternates intended to fulfill the role of an entree, such as a chef's salad or a fruit plate with cottage cheese, are considered as two or more servings and will meet the full requirement.

Full-strength fruit or vegetable juice may not be counted to meet more than one-half of the vegetable/fruit requirement. Any product -either liquid or frozen - labeled "juice," "full strength juice," or "reconstituted juice" is considered full-strength juice.

Cooked dry beans or peas may be used to meet the meat/meat alternate requirement or the vegetable/fruit requirement, but not both in the same meal.

Include a vegetable or fruit rich in vitamin A at least twice a week and a vegetable or fruit rich in vitamin C at least two or three times a week.

The USDA Menu Planning Guide, pages 15 and 16, contains further information on the vegetable/fruit component. On pages 10 and 11, the chart of foods for use in school lunches and breakfasts lists vegetables and fruits rich in vitamins A and C.

BREAD/BREAD ALTERNATE COMPONENT

Minimum quantities for students, grades K-12:

	Grades K-3 ages 5-8 (Group III)	Grades 4-12 age 9 and over (Group IV)	Grades 7-12 age 12 and over (Group V)
Servings of bread or bread alternate	8 per week	8 per week	10 per week

A serving is:

- . one slice of whole-grain or enriched bread;
- . a biscuit, roll, muffin, etc., whole-grain or enriched;
- . 1/2 cup of cooked whole-grain or enriched rice;
- . 1/2 cup of macaroni, noodles, other whole-grain or enriched pasta products, or other cereal grains such as bulgur or corn grits; or
- . a combination of any of the above.

At least 1/2 serving of bread or an equivalent quantity of bread alternate for Group I, and one serving for Groups II-V, must be served daily.

In order for an item to be counted toward meeting the bread requirement, it should be at least one-fourth of a serving.

Only bread/bread alternates that are customarily served as an accompaniment to or a recognizable integral part of the main dish may be used to meet the bread requirement. Dessert and snack-type foods, such as cakes, cookies, dessert pie crust, hard thin pretzels and corn chips may not be counted to meet the bread requirement.

Enriched macaroni products with fortified protein may be used to meet a part of the meat/meat alternate requirement or to meet the bread/bread alternate requirement, but not both in the same meal.

Refer to the USDA Food Buying Guide for Child Nutrition Programs (1983), Bread and Bread Alternates Section, for weights of servings and a detailed list of breads and bread alternates.

MILK COMPONENT

Minimum quantities for students, grades K-12:

	Grades K-3 ages 5-8 (Group III)	Grades 4-12 age 9 and over (Group IV)	Grades 7-12 age 12 and over (Group V)
A serving of fluid milk	1/2 pint (8 fl. oz.)	1/2 pint (8 fl. oz.)	1/2 pint (8 fl. oz.)

At least one of the following forms of milk must be offered:

- . unflavored lowfat milk;
- . unflavored skim milk; or
- . unflavored buttermilk.

This requirement does not prohibit offering other milks, such as whole milk or flavored milk, along with one or more of the above.

Milk must be offered as a beverage for lunch.

Milkshakes containing 1/2 pint of fluid milk meeting state or local standards for fluid milk may be served as a choice to meet the milk requirement.

Further information on the milk component is found in the USDA Menu Planning Guide, page 18.

SPECIFICATION SHEETS

When commercially prepared food items are purchased for use in the school lunch program, a specification sheet must be on file in the school kitchen unless the item has a CN label. For example, in the case of pizza, the specification sheet or product analysis sheet should specify the exact amount of meat and cheese per portion. The specification sheet must be on company letterhead and bear the signature of a company representative. If this information is not available, the prepared item may not be counted to meet the component requirements since the item's contribution to the meal pattern is unknown.

OFFER VERSUS SERVE

The offer versus serve provision is the regulation that allows senior high school students, and, when approved by the local SFA, students in any other grade, to choose fewer than all of the food items within the lunch pattern. The regulation requires that students be offered all five food items of the lunch. Students must choose at least three (or four) of these items for their lunch to be reimbursable. Declining one or two items does not relieve non-needy students from paying the full price for the school lunch, or further reduce the charge paid by students determined eligible for reduced-price lunches.

Senior high schools are required to implement the offer versus serve provision for their students. Senior high school students are students (1) of a high school grade level as determined by state and local educational agencies and (2) enrolled in a senior high school which is recognized as a part of the education system within a state. Senior high school students must choose at least three full portions of the five food items offered for their lunches to be reimbursable. When a student has declined a full portion of an item, a smaller portion may be offered of the item. The offering of smaller portions is not mandatory and is a local decision.

The implementation of the offer versus serve provision in junior high, middle and/or elementary schools is left to the discretion of local SFAs. SFAs deciding to implement offer versus serve in these schools must also decide to what extent it will be implemented. SFAs must determine whether students may decline one or two food items, as in senior high schools, or only one item. SFAs must also decide whether smaller portions will be offered when a student has declined a full portion of an item.

VARIETY IN SCHOOL LUNCHES

Offering choices within the meal pattern is encouraged for older students (grades 5-12). A school may wish to serve as a choice:

- . two different hot lunches;
- . a hot lunch and a cold lunch;
- . choices within a component, such as main dishes, vegetable/fruit, breads and/or milk;
- . box/bag lunches;
- . salad plate;
- . salad bar; and
- . potato bar.

KINDERGARTEN SNACKS

Since children of kindergarten age can only manage small quantities of food at one time, schools serving preschool children are encouraged to offer lunch at two serving periods which, when combined, will meet the total minimum quantities. For example, at midmorning, juice and toast could be served and the meat, vegetable and milk at noon.

This method will provide a snack for children in this age group. If kindergarten children are served in two service periods, the total food served to them must still meet requirements. If any other method of providing snacks is used, the cost must not be reflected in the per meal cost.

A LA CARTE

A la carte-meal service for students and/or adults at lunch is not permitted. Each meal must be priced and served as a unit. With this WVDE regulation, individual food items such as extra sandwiches, breads or any other menu items may not be priced and sold separately.

EXCEPTIONS

Regulations allow for substitutions in the food components of the basic meal requirements if individual students are unable to consume the required foods because of medical or other special dietary needs. An example would be making a substitution for milk in the case of a student with lactose intolerance. Such an exception must be supported by a statement from a medical authority which includes recommended substitute foods. The statement should be maintained on file in the school.

USDA regulations allow for certain other variations in the food components of the basic meal requirements on an experimental or continuing basis in schools where there is specific evidence that such variations are nutritionally sound and are necessary to meet ethnic, religious, economic or physical needs. However, these exceptions must be granted by the FNS, USDA, Washington, D.C.

Any deviation from the required meal pattern other than those described above must be approved by WVDE or WVDE Coordinator.

REIMBURSABLE LUNCHES

Lunches that meet USDA requirements are eligible for financial assistance through WVDE. Reimbursement for only one lunch per day may be claimed for a student who is:

- . enrolled in the educational program of the SFA;
- . in attendance at the time of meal service; and
- . claimed by eligibility category established by currently approved free or reduced price meal application.

Second lunches consumed by students shall be claimed as non-reimbursable lunches and recorded in column 11 on Form WVDE 43-10-30S [G - 30.1].

HIGHER REIMBURSEMENT RATES

SFAs which served 60 percent or more free or reduced price meals during the second preceding year are entitled to a higher rate of reimbursement. These SFAs are named on the back of the page listing the current reimbursement rates [G - 30.6].

PRODUCTION RECORDS

Production records for lunch are required in every child nutrition program in West Virginia. Booklets containing these record sheets [C - 30.1] will be furnished by the WVDE and, after completion, will be kept on file in the school's child nutrition department for three years.

A production record documents the menu and the quantities of foods served. Therefore, it is an excellent management tool. Basic information for a production record should contain:

- . name of food prepared (recipe number if one is used);
- . quantity of major ingredients;
- . serving size planned;
- . number portions prepared;
- . number portions actually served;
- . quantity of food left over;
- . disposal of leftovers;
- . number of students not yet served when food supply ran out;
- . weather conditions;
- . special school events; and
- . date and day of the week.

When production records are used to full advantage in child nutrition programs, production costs and food waste are kept to a minimum. Advantages of production records in specific school programs are:

- . in single choice situations, production records help forecast the amount of food to prepare;
- . when choices of menus or menu items are offered, production records help forecast the number of servings to prepare for each menu item thus reducing the possibility of running out of a choice before all students are served; and
- . in situations where offer versus serve is used, production records ensure that enough food is prepared to offer the menu items throughout the serving period and to avoid over-production, which increases cost.

Meal Production Records

Lunch only:
Do you practice offer vs. serve? Yes ___ No ___

Left-overs: S-seconds W-waste F-freezer R-refrigerator

Day _____ Date _____	Menus	Serv. Size	Leftovers Amt. Disp.		Meat/Meat Alternate	Amt. Used	Size Cont.
Breakfast - Lunch							
_____ Planned							
Age/Grp. Served							
Group 3 _____							
Group 4 _____							
Group 5 _____							
Adults _____							
Total _____							

Day _____ Date _____

Day _____ Date _____	Menus	Serv. Size	Leftovers Amt. Disp.		Meat/Meat Alternate	Amt. Used	Size Cont.
Breakfast - Lunch							
_____ Planned							
Age/Grp. Served							
Group 3 _____							
Group 4 _____							
Group 5 _____							
Adults _____							
Total _____							

Day _____ Date _____

Day _____ Date _____	Menus	Serv. Size	Leftovers Amt. Disp.		Meat/Meat Alternate	Amt. Used	Size Cont.
Breakfast - Lunch							
_____ Planned							
Age/Grp. Served							
Group 3 _____							
Group 4 _____							
Group 5 _____							
Adults _____							
Total _____							

Day _____ Date _____

Day _____ Date _____	Menus	Serv. Size	Leftovers Amt. Disp.		Meat/Meat Alternate	Amt. Used	Size Cont.
Breakfast - Lunch							
_____ Planned							
Age/Grp. Served							
Group 3 _____							
Group 4 _____							
Group 5 _____							
Adults _____							
Total _____							

Day _____ Date _____

Day _____ Date _____	Menus	Serv. Size	Leftovers Amt. Disp.		Meat/Meat Alternate	Amt. Used	Size Cont.
Breakfast - Lunch							
_____ Planned							
Age/Grp. Served							
Group 3 _____							
Group 4 _____							
Group 5 _____							
Adults _____							
Total _____							

Completed by _____
 Indicate amount of food used and container size.

Vegetable/Fruit	Amt. Used	Size Cont.	Bread/ Bread Alt.	Amt. Used	Size Cont.	Other Foods	Amt. Used	Size Cont.	Remarks
									Milk
									With meals _____
									Sold extra _____

									Milk
									With meals _____
									Sold extra _____

									Milk
									With meals _____
									Sold extra _____

									Milk
									With meals _____
									Sold extra _____

									Milk
									With meals _____
									Sold extra _____

SECTION D
DONATED FOODS

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BACKGROUND

Donated foods are agricultural commodities which the USDA makes available to various food program outlets including public and private schools and summer camps.

The amount spent for donated foods is determined by the US Congress and is based on a certain money value per lunch served. Each state is notified of its dollar entitlement based on the rate per meal.

In West Virginia, the West Virginia Department of Human Services is the distribution agency for USDA donated foods. Each SFA must sign an agreement [D - 30.1] with the DA in order to receive donated foods. The agreement assures the West Virginia Department of Human Services that donated foods will be distributed properly to schools and upon receipt by the schools, the food will be properly stored, inventoried and utilized by child nutrition programs.

There are two types of USDA foods which are available:

1. those which are purchased by USDA for use in specific programs such as the child nutrition program; and
2. those which are made available to schools and institutions as a result of price support of agricultural commodities.

The three groups of foods within the two types of USDA foods are:

1. Group A - fruits, meats and vegetables;
2. Group B - grains and oil products; and
3. Bonus items - butter, cheese and milk, and also some Group A bonus items.

The SFA is billed for transportation and storage costs. This cost may be passed on to the local school.

ALLOCATION OF DONATED FOODS

Criteria that may be used in determining the quantity of USDA donated foods to be allocated to each school are as follows:

- . the number of lunches served;
- . past rate of utilization of the food;
- . amount on hand from previous allocations;
- . relative economic need; and/or
- . availability of proper storage facilities.

PROCEDURE FOR REQUESTING DONATED FOODS

The SFA food service supervisor distributes to individual schools the West Virginia Department of Human Services request Form ES-DF-05 [D - 30.2] which includes instructions for completion and a date to be returned to the SFA. Based on the schools' requests, the SFA then orders USDA donated foods on or by the 15th of each month. Any USDA donated food item included on the request Form ES-DF-05 may also be used for training (home economics classes, vocational foods classes, school food service training and NET).

INVENTORY

The West Virginia Department of Human Services requires that a perpetual inventory be kept at each school for all USDA donated foods. These records must be current and available for review by a field representative from the Department of Human Services. Reviews by the Human Services Department are made annually with follow-up reviews on negative findings.

LOSS OR DAMAGE TO DONATED FOODS

Loss or damage to USDA donated foods, from any cause whatever, shall be reported immediately to the DA (Department of Human Services) [D - 30.3]. Full restitution shall be made to the Department of Human Services for any loss or damage to donated foods resulting from failure to provide facilities for proper care or from any acts of negligence on the part of the SFA or local school.

Donated foods which are found to be damaged or out of condition and are determined to be unfit for human consumption by federal, state or local health officers or by other competent persons, shall be disposed of only in accordance with instructions received from the Department of Human Services.

Special care must be taken during the summer months and school vacations to ensure that storage practices do not allow loss or damage of foods [D - 30.4].

AGREEMENT between the West Virginia Department of Human Services (herein referred to as Distributing Agency) and its recipient agency for foods donated by the United States Department of Agriculture.

The _____
Name of Agency Address

_____, a Recipient Agency hereby makes application for donated foods and agrees to the following terms and conditions.

The Recipient Agency is:

- _____ Operating a nonprofit school lunch program under the National School Lunch Program. Average daily breakfasts served _____; average daily lunches served _____. Total enrollment _____.
- _____ Operating on a nonprofit Residential Child Care Center certified by the State Board of Education. Average daily breakfasts served _____; lunches served _____; suppers served _____. Total enrollment _____.
- _____ Operating a Summer Feeding Program for children certified by the State Board of Education. Average daily breakfasts served _____; lunches served _____; suppers served _____. Total enrollment _____.
- _____ Operating a feeding program for the Nutrition Program for the Elderly and certified by the State Commission on Aging. Average meals served daily _____. Total enrollment _____.
- _____ Operating a nonprofit summer camp where feeding services are conducted for _____ children of high school grade or under.
- _____ Operating a nonpenal, noneducational (Federal State or local) institution serving an average of _____ indigent persons.
- _____ Operating a nonprofit, tax exempt private hospital or a nonprofit, noneducational, tax exempt private institution organized for charitable purposes and serving _____ persons who are unable to pay full cost or persons, who would, if not an inmate, be eligible to receive USDA donated foods, may be considered needy.

Eligibility Requirements

1. Schools operating programs under the National School Lunch Program are eligible to receive Section 6, Section 32 and Section 416 donated foods. Other schools operating nonprofit programs are eligible to receive Section 32 and Section 416 donated foods. Provided, however, that the food service in either type school is not operated under a fee, concession or contract arrangement.
2. Institutions are eligible to receive available Section 32 and Section 416 donated foods to the extent of the needy persons served by them who are unable to pay the full cost for services provided for whom the institution does not receive payment for the full cost from another person legally obligated for the support of such persons.
3. Summer camps operating on a nonprofit basis and conducting a nonprofit feeding service for children of high school grade or under are eligible to receive available Section 32 and Section 416 donated foods.
4. Institutions and Summer Camps may employ food service companies to conduct their feeding operations provided that such services are contracted for only a fee-for-service basis and the contract is approved by the Region Office, Food Nutrition Service, USDA.
5. "Recipient Agency assures the United States Department of Agriculture and the State Distributing Agency that it now complies with and shall in the future comply with all requirements imposed by or pursuant to the Civil Rights Act of 1964 and the USDA Regulations (7 CFR Part 15), including any subsequent amendments, issued to effectuate that Act. Compliance will be consistent with the objective that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity of Recipient Agency to which assistance is provided by the USDA. Admission policies are understood and agreed by Recipient Agency to be a part of such programs and activities. Recipient Agency agrees to be obligated by this assurance as long as it receives assistance hereunder or retains possession of any assistance provided by the USDA or the State Distributing Agency. Should Recipient Agency fail to comply with this assurance, the United States or the State Distributing Agency shall have the right to seek its enforcement by judicial or any other means authorized by law. Federal financial assistance is extended under this agreement in reliance on the representations made herein."

Recipient and Use of Donated Foods

6. Donated foods shall be requested only in such quantities as can be consumed without waste.

7. Donated foods received shall be used only in the manner prescribed by the United States Department of Agriculture. Donated foods not so used shall not be sold, exchanged or otherwise disposed of without the approval of the Distributing Agency.
8. Donated foods received shall not be used as a means of furthering the political interest of any individual or party. There shall be no discrimination because of race, creed or color.
9. Recipient Agencies may be required to pay part or all of the within-state costs of distribution through a system of charges assessed by the Distributing Agency. The charges assessed shall be reasonable in relation to the services provided and any funds collected shall be used by the Distributing Agency only for program purposes.
10. Donated foods shall not be distributed to any Recipient Agency or recipient whose normal food expenditures are reduced because of the receipt of donated foods, except that this provision shall not apply to the distribution of Section 6 donated foods.
11. Recipient Agencies may employ commercial or institutional facilities to process donated foods by converting them into different end products or by repackaging them. When this is done, Recipient Agencies shall enter into a written agreement with the processing facility under such terms and conditions as required by the United States Department of Agriculture.

Loss or Damage to Donated Foods

12. Loss or damage to donated foods from any cause whatever shall be immediately reported to the Distributing Agency.
13. Facilities will be provided for the proper care, handling, storing and distributing of the donated foods requested and accepted. Full restitution shall be made to the Distributing Agency for any loss or damage to donated foods resulting from failure to provide such facilities or from any acts of negligence on the part of the Recipient Agency.
14. Upon the happening of any event creating a claim in favor of the Recipient Agency from loss or damage to donated foods caused by a warehouseman, carrier or other person, the Recipient Agency shall take all necessary action to obtain restitution. All amounts collected by such action shall be reported to the Distributing Agency and used only in accordance with instructions.
15. Donated foods which are found to be damaged or out of condition and are determined to be unfit for human consumption by Federal, State or local health officers or by other competent persons shall be disposed of only in accordance with instructions received from the Distributing Agency.

Other Provisions

16. Adequate personnel shall be provided to effect distribution of donated foods in accordance with the terms of this agreement. Books, records and reports shall be prepared and kept in accordance with instructions of the Distributing Agency.
17. Proceeds from sale of containers received with donated foods shall be used only in accordance with instructions of the Distributing Agency.
18. Representatives of the Distributing Agency and the United States Department of Agriculture may at all times inspect the operations of the Recipient Agency, including all records and reports pertaining to the distribution of donated foods.
19. The Recipient Agency agrees to abide by any further requirements contained in the General Regulations and Policies pertaining to the distribution of donated foods as issued by the United States Department of Agriculture (23 F.R. 7982, Chapter 5-A-503) or any amendments thereto.
20. Either agency may terminate this agreement by giving 30 days' written notice. However, the Distributing Agency, upon receipt of evidence that the Recipient Agency has not complied with the terms hereof, may terminate the agreement immediately. Upon termination, the Recipient Agency agrees to distribute or return all donated foods in its possession in accordance with the instructions of the Distributing Agency.

"Except that any termination of this agreement for noncompliance with Title VI of the Civil Rights Act of 1964 shall be in accordance with applicable laws and regulations."

DEPARTMENT OF HUMAN SERVICES

RECIPIENT AGENCY

By _____
 Title _____
 Date _____

By _____
 Title _____
 Date _____

(11) GIVE THE NAME AND TITLE OF THE STATE DISTRIBUTING AGENCY REPRESENTATIVE WHO AUTHORIZED THE DISPOSAL _____
NAME TITLE

(12) WHAT METHOD OF DISPOSAL WAS USED? _____

(13) DISPOSAL WAS MADE BY _____
NAME TITLE

AND WITNESSED BY _____
NAME TITLE

(14) IF THE LOSS WAS THE RESULT OF A POWER FAILURE OR OUTAGE, EXPLAIN BRIEFLY WHAT CAUSED THE POWER INTERRUPTION _____

(15) IF THE LOSS WAS DUE TO A FREEZER MALFUNCTION, ARE THE DONATED FOODS COVERED BY A VENDOR GUARANTEE? YES _____ NO _____

(16) EXPLAIN THE MALFUNCTION _____

(17) WAS THE LOSS OF DONATED FOODS COVERED BY INSURANCE? YES _____ NO _____

(18) THIS LOSS WAS DUE TO INFESTATION _____, SPOILAGE _____, OR CONTAMINATION _____ OF DONATED FOOD RECEIVED ON _____ AND THE CONTRACT NUMBER ON THE CONTAINER IS _____
MONTH DAY YEAR

(19) WHAT WAS THE TEMPERATURE OF THE DRY STORAGE AREA ON THE DATE THE LOSS WAS DISCOVERED? _____

(20) WAS FIRST-IN, FIRST-OUT PROCEDURES FOLLOWED? YES _____ NO _____

(21) WAS THE FOOD STORED OFF THE FLOOR? YES _____ NO _____

(22) THIS LOSS DUE TO A BREAKING AND ENTERING WAS INVESTIGATED BY _____ NAME OF _____ RANK LAW ENFORCEMENT AGENCY

(23) EXPLAIN HOW ENTRANCE WAS MADE _____

(24) EXPLAIN WHAT PRECAUTIONARY MEASURES WILL BE USED TO PREVENT ANY FURTHER LOSS OF DONATED FOODS _____

(25) SIGNATURE OF SCHOOL PRINCIPAL OR AGENCY ADMINISTRATOR _____ PREPARED BY _____ SIGNATURE
DATE _____ TITLE _____
DATE _____

GUIDES FOR SUMMER STORAGE OF PERISHABLE FOODS

Improper storage practices and malfunctioning refrigeration equipment usually results in spoilage, infestation, contamination and deterioration of foods.

The following is a listing of good storage practices to follow when perishable foods are being stored during the summer:

- (1) Store foods only in properly operating refrigerators and freezers. Do not store food in equipment that is in need of repair.
- (2) Be certain the refrigeration equipment is thoroughly cleaned and dried before any food is placed in it.
- (3) Never place food directly on the floor; walk-in refrigerators and freezers should have dunnage racks on which food can be placed or shelving which allows a circulation of air. Foods should be stacked in an orderly manner in a walk-in refrigerator or freezer.
- (4) Temperatures within the freezers and refrigerators should be taken and recorded daily, if possible.
- (5) Refrigeration equipment should be checked at least every seventy-two hours to insure that it is operating properly. Any needed repairs should be taken care of immediately.
- (6) Refrigeration equipment should be checked immediately following a power failure (e.g. electrical storm) to make sure that it is operating properly.
- (7) All areas in which frozen food is stored should be secured by locks during the summer months. Only authorized personnel should have access to the keys and be allowed to check the equipment and take temperatures.
- (8) Any grain product left on hand should be placed in refrigeration during the summer months and utilized immediately following the re-opening of school.

Dry storage areas should be adequately ventilated and secured by locks. The temperature should never exceed 70° Fahrenheit. An effective rodent control program should be maintained.

ACCORDING TO USDA REGULATIONS THE STATE DISTRIBUTING AGENCY HAS NO ALTERNATIVE EXCEPT TO ASK RESTITUTION FOR ANY LOSS OF DONATED FOODS DETERMINED TO BE THE RESULT OF NEGLIGENCE ON PART OF THE RECIPIENT AGENCY.

SECTION E

SPECIAL MILK PROGRAM

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PURPOSE

USDA reimbursement enables schools without other food service programs to sell milk to students at a rate lower than cost. In participating schools, students determined eligible may receive milk free if the SEA elects to serve it. The SFA may or may not choose to provide free milk to students determined eligible by applications used for free or reduced price meals.

Current USDA regulations permit only schools and institutions without other food service programs to participate in the special milk program and to serve an unlimited number of half pints of milk to a student at any time during the school's established milk breaks or meal periods.

CHARGES AND REIMBURSEMENT

The charge to students for milk shall not exceed the difference between the current rate of reimbursement and the cost of the milk plus an established distribution cost of no more than two cents per half pint.

Schools participating in the Special Milk Program are required by USDA regulations to document the actual cost of serving milk to students. Operating balances in excess of two months must be reduced by serving milk free to students or by reducing the cost to the students.

The charge to adults shall not be less than the cost of the milk. Reimbursement for milk served to adults is not permitted.

In non-pricing programs, all milk served through the Special Milk Program is reimbursed at the current rate of reimbursement per half pint.

MILK SHAKES

If milk shakes are sold or given free under the Special Milk Program in schools having no other food service program, the milk shake formula must be approved by the WVDE Child Nutrition Division.

REPORTING PROCEDURES

A daily record of the actual number of half pints of milk served students and adults shall be maintained on Form WVDE 43-10-30S [G - 30.1], according to instructions. The report must be detailed daily at each participating school by a responsible person. The monthly claim for reimbursement is based on information recorded on this report. The completed form is submitted to the SFA on or before the fifth day of the succeeding calendar month. A copy will also be filed at the school.

At the end of each month during which milk was served to students, a monthly financial report, Form WVDE 43-10-31 [G - 30.3] is completed by each participating school according to instructions. Financial data provided on this report is the basis for justifying reimbursement payments. The completed report is submitted to the SFA on or before the fifth day of the succeeding calendar month. A copy will also be filed at the school.

The school or SFA is responsible for sending a copy of Form WVDE 43-10-30 [G - 30.5] to the WVDE for reimbursement.

SECTION F

FREE AND REDUCED PRICE MEAL AND FREE MILK POLICIES

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INTRODUCTION

Schools participating in the National School Lunch and/or Breakfast Program are required to serve free and reduced price meals to students determined eligible by the current USDA Income Eligibility Guidelines [F - 30.1].

To make it possible for a student to receive a free or reduced price meal, USDA regulations require that certain steps be taken. A policy statement which delineates the policies and procedures used in providing free and reduced price meals for students is approved each year.

APPLICATIONS FOR FREE OR REDUCED PRICE MEALS

Applications [F - 30.2] and the Letter to Parents [F - 30.3] shall be sent to parents or guardians of each student at the beginning of the school year. Interested persons are requested to complete an application and return it to the school for review.

The school principal, or a designated person, shall review all applications received and determine eligibility according to information given on the application. Parents or guardians shall be notified of the status of approval, change or termination of benefits (WVDE 43-10-20) [F - 30.4].

Throughout the school year, applications may be received for students transferring from another school or from parents whose financial status has changed.

If a student has received free and/or reduced price meals and transfers to another school, a record of his eligibility shall be maintained at the original school. Either a copy of the application may be made or a new one submitted to the receiving school.

Every application, for which free or reduced price meals or free milk reimbursement is claimed, must have:

- . student's name;
- . list of household members;
- . social security numbers of all adults (21 or older) living in the household or an indication that there is none;
- . total household income;
- . parent or guardian's signature;
- . eligibility category (free or reduced price);
- . reviewing official's signature; and
- . date of approval or denial.

INCOME

Income to be reported on the household's free and reduced price meal application form is a gross figure and generally is considered to be any monies received on a recurring basis. Specifically, gross income means money earned before deductions for income taxes, employee's social security taxes, insurance premiums, bonds and the like. Income includes the following:

- . payments of money for services, including wages, salary, commission or fees;
- . social security;
- . dividends or interest on savings or bonds;
- . income from estates or trusts;
- . supplemental security income;
- . public assistance or welfare payments;
- . unemployment compensations;
- . government civilian employee or military retirement or pensions;
- . veterans' payments;
- . private pensions or annuities;
- . alimony or child support payments;
- . regular contributions from persons not living in the household;
- . net income for self-employed farmers and business-persons, rental income and royalties; and
- . other cash income.

Other cash income would include cash amounts received or withdrawn from investments, trust accounts and other resources, which would be available to pay the price of a child's meal.

Certain items of income are not to be reported on the application. Such income includes the following:

- . food stamps;
- . benefits received under the National School Lunch and Child Nutrition Acts;
- . monies received by volunteers for services performed under such programs authorized by the Domestic Volunteer Services Act of 1973, as amended;
- . military base housing or other subsidized housing, medical and dental services;
- . student financial (cash) assistance, such as grants and scholarships;
- . loans; and
- . student earnings such as paper routes or babysitting.

If the family is unemployed a figure must be given even if this figure is zero (0). The word "none" is not accepted by USDA.

When there is a temporary reduction of income, eligibility should be determined on the present rate of income rather than on regular annual income. The approving official should issue temporary approval of the application. The temporary approval should cover no more than three pay periods after income has been restored.

DETERMINING HOUSEHOLD SIZE

Basically, household size is determined by counting the number of related or unrelated individuals who live in a dwelling and who share living expenses or meals.

Students who are temporarily away at school and who receive their primary support from the family i.e., students attending boarding schools or colleges should be counted as members of the household.

Military personnel not actually living with the household are not considered a member of the household for purposes of determining eligibility, but the money he/she sends to the household is included in the household's income.

A foster child is a child who is living with a family but who remains the legal responsibility of the welfare agency or court. For purposes of determining eligibility, a foster child is considered a household of one. If the annual income of the foster child is at or below the income levels set by USDA in the income guidelines for free or reduced price meals or free milk in eligible schools, the foster child shall be determined eligible to receive free or reduced price meals or free milk.

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

An adopted child is a child for whom a family has accepted legal responsibility and is considered to be a member of the household in which the child resides.

An institutionalized child is a child who resides in a residential-type facility which the state has determined is not a boarding school. A child who is institutionalized is considered to be a household of one and, in most cases, has no income. Only income a child earns from full time employment and/or personally receives while in residence at the institution, may be considered as income.

An older child, totally responsible for himself/herself, who does not reside as a member of a household (but rather as a single economic unit) is considered a household of one. Earned income and money from all other sources are considered income for such a child.

A student who attends but does not reside in an institution is considered a member of the household in which he/she resides. Eligibility must be determined by the household size and income of that household.

Foreign exchange students, refugees, aliens and citizens of other countries and/or their dependent children are considered to be members of the household in which they reside. The total household size and income are used in determining eligibility.

Whether or not the stepparent supports a stepchild, the child in this situation falls within the definition of a household. Therefore, the total household income, including ADC or child support payments to the parent, must be included in determining eligibility.

REVIEWING OFFICIAL'S RESPONSIBILITIES

The reviewing official is responsible for ensuring that applications have been classified correctly by category of eligibility. If the reviewing official is authorized by the SFA to delegate the responsibility for reviewing applications, then the person so designated shall be informed about program requirements and policy. The designated person must have the written authority to make such determinations and to sign for the reviewing official.

The reviewing official may request verification of information submitted on any application under the following circumstances:

- . a written, signed complaint;
- . illegible, incomplete or questionable information on the application; and/or
- . the USDA required verification sampling.

Indication of approval or denial shall be sent to parents or guardians within ten working days after receipt of the completed application.

Reviewing officials cannot sign the parent's/guardian's name to an application completed by the parents or guardians but must return the application for the proper signature.

A fair hearing procedure shall be established for parent's appeals concerning eligibility determination and for school official's challenges. During an appeal or hearing, the student shall continue to receive free or reduced price meals. Standard hearing procedures are outlined in the Policy Statement [A - 30.2].

Other questions pertaining to free/reduced price meal policies are answered in the Eligibility Guidance for School Meal Programs [F - 30.5].

REVIEWING OFFICIAL'S COMPLETING AN APPLICATION

The reviewing official has the option of completing an application for any eligible household which is unable or unwilling to fill out the application. In such situations, the school official shall complete and file an application for the student, setting forth the basis for that eligibility determination. The school official shall then notify the household that the student is eligible for free or reduced price meals or free milk in eligible schools. However this procedure is used only in cases described above.

FEEDING PRIOR TO APPLICATION APPROVAL

During the opening week of school, before applications for the current school year are received and approved, school officials shall serve free and reduced price meals or free milk to eligible students. To assist with eligibility determination during the first days of school, officials may use:

- . applications on file from the previous school year;
- . approved lists from feeder schools;
- . certification by reviewing official; and/or
- . self-certification of secondary students under special circumstances.

If students are provided free or reduced price meals or free milk in eligible schools (based on the previous year's application approval) during the period prior to the current year's application approval and are later determined to be ineligible, reimbursement may be claimed at the free or reduced price rate for those meals already served.

If students are provided free or reduced price meals or free milk in eligible schools (not based on the previous year's application approval) during the period prior to the current year's application approval and are later determined to be ineligible, reimbursement may not be claimed at the free and reduced price rate. These meals may be reimbursed at the paid rate.

APPLICATION FILES AND WORKING LIST

Following the review and approval or denial of applications, a file and working list of all applications shall be established and maintained in a current fashion according to:

1. Active free students whose current household income definitely indicates free status according to USDA Income Eligibility Guidelines [F - 30.1]
2. Active reduced students whose current household income definitely qualifies them for reduced status according to USDA Income Eligibility Guidelines
3. Temporary free
Temporary reduced students whose current household income indicates eligibility according to USDA Income Eligibility Guidelines determined temporary based on: unemployed or income from unemployment compensation, worker's compensation; zero (0) income; or anticipated change in income
4. Inactive free
Inactive reduced students who have withdrawn or transferred
5. Denied students whose current household income does not meet the USDA Income Eligibility Guidelines

A working list of students shall be maintained in the same order as the filed applications.

All applications and documentation of action taken shall be maintained for three years not including the current school year.

TEMPORARY APPLICATIONS

The temporary file of approved free and reduced price meal application must be reviewed every two months through parent or guardian contact. The dates of such reviews, contacts and the current status shall be noted on the application or the suggested form for updating information [F - 30.6] by the reviewing official. The working list shall be corrected, if needed, to agree with the application classification.

COLLECTION PROCEDURE

A procedure to collect payments from students for meals must be established. The procedure must prevent the overt identification of students receiving free or reduced price meals and enable schools to obtain an accurate daily count of the number of free, reduced price, fully paid and adult meals served under the school lunch and breakfast programs. The collection procedure shall be approved by WVDE. Suggested methods of collection may be found in the Policy Statement [A - 30.2].

DAILY MEAL COUNT (POINT OF SERVICE COUNT)

During the period of school breakfast and/or school lunch service, schools are required to follow a system for counting, recording and reporting the number of meals served adults and students. The system shall provide an accurate daily record of the actual number of student meals at the point of service which were served free and at the reduced price or fully paid rate. The system shall also guard against overt identification of students served free or reduced price meals. Suggested methods of obtaining point of service meal counts may be found in the Policy Statement [A - 30.2].

NONDISCRIMINATION

No discrimination shall be made against any student because of inability to pay, nor shall the student's name be published nor identification made in any other way. Students eligible for free or reduced price meals shall not be required to:

- . work for their meals;
- . use a separate lunchroom;
- . go through a separate serving line;
- . enter the lunchroom through a separate entrance;
- . eat meals at a different time; nor
- . eat a different meal from the one sold to students paying the full price.

It is not considered discrimination to serve meals to students in a separate location and/or at a different time if the students are being disciplined for violation of school policies. However, there must be no difference in treatment of students based on eligibility to pay for meals. In no case shall a student be denied a meal or served a different type of meal as a means of discipline or as a result of discipline for violation of school policies.

It is not considered discrimination to serve a different meal to the student who requires special consideration due to a handicap.

CIVIL RIGHTS OF MINORITY GROUPS

Current and correct records must be maintained designating the actual number of white students enrolled and the actual number of each minority group of students enrolled. The records must show the number of white and the number of various minority students approved for free meals, reduced price meals and those denied.

The minority groups must include:

- . American Indian or Alaskan native;
- . Asian or Pacific Islander;
- . Black (not of Hispanic origin); and/or
- . Hispanic

A non discrimination poster [F - 30.7] must be displayed in the food service/dining area. These posters are available at the SPA or WVDE offices.

STUDENT HELP

USDA regulations state that recipients of free or reduced price meals shall not be required to work for those benefits. However, they are not prohibited from working voluntarily in the lunchroom. Some schools employ student helpers in the lunchroom for monetary or other compensation. In these cases, parents of all workers should be informed in writing that their children have volunteered to work. The letter should state that if the student has been certified as eligible for free or reduced price meals, his continued eligibility is in no way dependent upon his working. Additionally, the letter should not be a part of, nor attached to, the free and reduced price letter to parents, application or notice of approval/denial.

Students who work in the food service program can be given a free lunch. However, free or reduced price meal reimbursement may not be claimed unless the student's application has been approved in accordance with his eligibility, either full price, reduced price or free.

VERIFICATION (USDA)

The USDA income verification pilot project was authorized by P.L. 97-35 because of evidence which suggested that applicant misreporting was a widespread problem which was resulting in a substantial misuse of program funds. A major study conducted by USDA Office of Inspector General in 1980 estimated \$200 million in meal benefits were granted erroneously each year due to applicant misreporting and 28.8 percent of the students receiving free and reduced price lunches were ineligible for such benefits.

By December 15 of each school year, SFA shall, at a minimum, select and confirm the eligibility of a sample of the approved free and reduced price applications on file as of October 31.

APPLICATION SELECTION

SFAs shall satisfy the verification requirement by using either random sampling or focused sampling.

- Option 1 Random Sampling consists of selecting and verifying three percent of applications on file. Procedures have been developed [F - 30.8] to provide a method for the random selection of free/reduced applications. Documentation of the random selection [F - 30.9] will be kept on file at the school.
- Option 2 Focused Sampling consists of (1) selecting and verifying a minimum of one percent of 1,000 of total applications selected from non-food stamp households claiming monthly income within \$100 or yearly incomes within \$1,200 of the income eligibility limit for free or reduced price meals plus (2) the lesser of one-half percent or 500 applications of food stamp households that provide food stamp case numbers in lieu of income information. Procedures have been developed [F - 30.10] to provide a method for the focused sampling selection of free/reduced applications. Documentation of the focused sampling [F - 30.11] will be kept on file at the school. Selection of Option 2 for verification purposes shall be the responsibility of the WVDE or the SFA and not the individual schools.

VERIFICATION PROCEDURES

To provide a uniform method for obtaining information for verification, forms will be sent to the household. The suggested letter [F - 30.12] should be duplicated on each school's letterhead. The letter is to be accompanied by the parent information form, Proof of Income [F - 30.13].

Procedures for developing a consistency check for verification [F - 30.14] will provide a uniform method for verifying information on free/reduced meal applications.

Notations should be made on all applications reviewed indicating date and findings.

Following the consistency check, if there is a difference between documentation and application, the household must be informed of the findings [F - 30.15]. This must be accompanied by a new free/reduced price meal application. When the revised application has been approved or denied the household is notified.

When the verification procedure has been completed, a School Summary Sheet [F - 30.16] shall be sent to the SFA and a copy filed at the school.

The SFA shall compile all School Summary Sheets [F - 30.16] and send a copy of Sponsor's Summary Report [F - 30.17] to WVDE and WVDE coordinator.

West Virginia Department of Education
 Charleston, West Virginia 25305
**APPLICATION FOR FREE OR REDUCED PRICE MEALS AND FREE TEXTBOOKS, WORKBOOKS
 AND EDUCATIONAL SUPPLIES**

A. NUMBER OF CHILDREN IN MY HOUSEHOLD WHO ARE UNDER THE AGE OF 21 (This number should be equal to the total listed on the front page of this form. Please count in foster children)

B. NUMBER OF ADULTS IN MY HOUSEHOLD WHO ARE 21 AND OVER (count ALL adults over 21 who live in your household. You will need to list them under "E" by name.)

C. TOTAL NUMBER OF HOUSEHOLD MEMBERS
 (The number you get should equal the number of persons who live in your household-related and not related.)

D. MY FAMILY IS GETTING FOOD STAMPS NOW. YES NO

MY FOOD STAMP CASE NUMBER IS

NAME OF SCHOOL OR CENTER

PARENT OR GUARDIAN (Please PRINT) (Last Name)

ADDRESS

TELEPHONE (work) (home)

IMPORTANT: If you provided your Food Stamp Case Number in Item D above, please provide **only** the names and social security numbers in Item E. You do not have to fill in Item F. If your answer was "NO" in Item D, complete all columns in Item E and Item F.

E. TOTAL INCOME WHICH WAS RECEIVED LAST MONTH BY ALL HOUSEHOLD MEMBERS (Enter the total money each PERSON was PAID or RECEIVED).

INSTRUCTIONS: List below the name of each household member age 18 or over. List all income, before deductions, received last month by each household member. For each person 21 or over, enter his/her Social Security Number. If last month's income is not typical for any household member, list a typical month's income.

FIRST NAME AND LAST NAME OF HOUSEHOLD MEMBER	SOCIAL SECURITY NUMBER (Enter)	EARNINGS LAST MONTH	PENSIONS OR OTHER	WELFARE PAYMENTS	SOCIAL SECURITY	CHILD SUPPORT AND ALIMONY	UNEMPLOYMENT COMPENSATION

F. TOTAL HOUSEHOLD INCOME FOR LAST MONTH

G. FOR FOSTER CHILDREN ONLY:
 Fill Out the Blanks Below
 Leave Items E & F Blank.

NAME OF CHILD	INCOME

* For School Use Only:
 Reasons for Denial

I HEREBY CERTIFY THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT AS GIVEN AND THAT ALL INCOME IS REPORTED. INFORMATION IS BEING GIVEN IN CONNECTION WITH THE RECEIPT OF FEDERAL FUNDS AND THAT SCHOOL OFFICIALS MAY VERIFY THE INFORMATION GIVEN ON THE APPLICATION AND THAT DELIBERATE MISREPRESENTATION OF THE INFORMATION MAY SUBJECT ME TO PROSECUTION UNDER APPLICABLE STATE AND FEDERAL LAW.

SIGNATURE(S) OF PARENT(S) OR GUARDIAN(S) _____ DATE _____

INSTRUCTIONS: Fill in All of the sections EXCEPT...
 When you are applying ONLY for a FOSTER CHILD. Then, leave out items E, F and G... OR
 When your household is getting FOOD STAMPS. YOU DO NOT NEED TO GIVE your income. You may give your FOOD STAMP CASE NUMBER instead. The number will be used only to verify your eligibility for free or reduced price meals or free milk.

INCOME: ENTER ALL INCOME AND PAYMENTS received by adults or others LAST MONTH, before deductions were taken out... Under "Pension or Other" you should enter any other type retirement pay, disability or black lung payments, strike benefits or any other cash.

SOCIAL SECURITY NUMBERS:
 You do not have to give social security numbers, but if you refuse, your child cannot be approved to receive free or reduced price meals. The social security number may be used to identify you for verifying the information you report on this application. Verification may include audit, investigation, contacting the state employment security office, the food stamp office, employers and checking the written information given by the household.
 If incorrect information is discovered, a loss of benefits or legal action may occur. These facts must be told to all household members whose social security numbers are given on this form.

West Virginia Department of Education
Charleston, West Virginia 25305

APPLICATION FOR FREE OR REDUCED PRICE MEALS AND FREE TEXTBOOKS, WORKBOOKS AND EDUCATIONAL SUPPLIES

PARENTS OR GUARDIANS: Please fill out one application for EACH school or child care center where you have children enrolled.

COUNTY _____

INSTRUCTIONS: When you are applying for:
 Reduced Price Meals or Free Milk or Free Textbooks,
 Free Workbooks and Free Educational Supplies
 You MUST fill out an Application for these benefits for YOUR child or children and for any FOSTER CHILD in your household.

The Application form is always available at your school and you may fill out an Application at any time during the year when you need these services and when you feel that your household is eligible.

The school or center can check and approve your application ONLY if you have filled in the information given below:

Names of all household members:

Social Security Numbers of ALL persons 21 and older (If a person has no number, write "None");

Amount and Source of ALL Income for EVERY ADULT who lives in your house.

SIGNATURE of an Adult Household Member.

ALL INFORMATION GIVEN WILL BE TREATED CONFIDENTIALLY AND WILL BE USED ONLY TO CHECK ON THE ELIGIBILITY FOR CHILD NUTRITION PROGRAM BENEFITS. In these child feeding programs, there is NO discrimination for race, sex, color, age, national origin or handicap. If you feel you have been discriminated against, write immediately to the Secretary of Agriculture, Washington DC 20250.

NAME OF SCHOOL OR CHILD CARE CENTER _____
 I am applying for: (Check one or more blanks) Free Meals or Reduced Price Meals or Free Milk Free Meals for a foster child Free Textbooks, Workbooks and Instructional Supplies

NAMES OF CHILDREN WHO ATTEND THIS SCHOOL OR CENTER. DO NOT LIST ANY FOSTER CHILDREN IN THIS SPACE.			
First Name	Last Name	Age	Grade
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____

NAMES OF ANY FOSTER CHILDREN WHO ATTEND THIS SCHOOL OR CENTER			
First Name	Last Name	Age	Grade
1	_____	_____	_____
2	_____	_____	_____

NAMES OF ANY OTHER CHILDREN UNDER 21 WHO ATTEND ANY OTHER SCHOOL OR ANY OTHER CENTER. Do not list foster children.			
First Name	Last Name	Age	Grade
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

NAMES OF ANY OTHER CHILDREN UNDER 21 WHO ARE IN YOUR HOUSEHOLD BUT WHO DO NOT ATTEND A SCHOOL OR CHILD CARE CENTER. Do not list foster children.			
First Name	Last Name	Age	Grade
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

RACE: Please check your child's or children's racial or ethnic group. You are not required to answer, but we need this answer to be sure everyone receives benefits on a fair basis.

_____ White, not of Hispanic origin
 _____ Hispanic
 _____ Asian or Pacific Islander
 _____ * American Indian or Alaskan, native
 _____ Black, not of Hispanic origin

FOR SCHOOL USE ONLY: Total Number of children under 21 _____
 Application Denied * _____ Total number of foster children _____
 Application Approved: _____ Free Meals _____ Temporary Free _____
 Reduced Price _____ Temporary Reduced _____ Foster Child Only _____
 Free Milk _____ Free Textbooks, workbooks & educational supplies _____
 Date _____

WEST VIRGINIA DEPARTMENT OF EDUCATION
Charleston, West Virginia 25305

DEAR PARENT OR GUARDIAN,

Each year this letter is sent to you by the school, center or camp your child attends to tell you about their food services. In most schools, your child may eat both breakfast and lunch at school. In child care centers, your child may eat breakfast, lunch or snacks. Summer camps have different types of meals, depending upon the type of camp your child attends.

In public and private schools, the regular price of school breakfast and school lunch will vary. The price of a reduced price breakfast is 30 cents. The price of a reduced price lunch is 40 cents. The price of a reduced price supplement, when served, is 15 cents and a reduced price dinner (served in child care food program, only is 40 cents. In most centers and camps, there is no separate charge for meals served. However, centers and camps which operate under the United States Department of Agriculture will receive different meal subsidies, depending upon the parents' income. In those center which charge separately for meals, the reduced price charges will be as stated above for lunch and breakfast.

All meals served under the United States Department of Agriculture programs must meet high nutritional and sanitation standards. All children are treated the same. It does not matter whether they are able to pay the full price for their meals.

The school or center has attached a copy of the Application form which you should fill out if you wish to apply for free or reduced price meals for your child. You also may apply for free textbooks, workbooks and educational supplies on this same application.

The Income Guidelines to be used this year are printed at the bottom of this page. You may check to see if your household income is within these guidelines. If your total household income is the same as or is less than the income listed across from your household size, you should fill out the application. You must fill out an application for each school or center or camp where your children are enrolled.

When you have filled out the application, send it to the school as soon as possible. The school or center will check the application and approve or disapprove it within 10 school days from the day the application is received. You will be notified whether or not your child or children will receive free or reduced price meals or free textbooks.

INCOME GUIDELINES FOR REDUCED PRICE MEALS
July 1, 1986 - June 30, 1987

HOUSEHOLD SIZE	TOTAL HOUSEHOLD INCOME BEFORE DEDUCTIONS		
	YEARLY	MONTHLY	WEEKLY
ONE	\$ 9,916	\$ 827	\$191
TWO	13,394	1,117	258
THREE	16,872	1,406	325
FOUR	20,350	1,696	392
FIVE	23,828	1,986	459
SIX	27,306	2,276	526
SEVEN	30,784	2,566	592
EIGHT	34,262	2,856	659
For Each Additional Household Member, ADD	3,478	290	67

YOU MUST LIST ALL INCOME FOR EACH MEMBER OF YOUR HOUSEHOLD: This includes wages from all jobs, before deductions for taxes and social security and other items. It also includes retirement or pension income for any household member and any other income. If you or anyone else got disability, workman's compensation, strike benefits, child support, alimony or other payments such as black lung benefits, you must list these by source for every person living in your household. If the last month's income listed on your application was greater or less than average, you should give the average monthly income in the blank provided.

INSTRUCTIONS

To have your application approved, you must list:

- The NAMES of your children who attend that school or center;
- The NAMES of your other children;
- The NAMES of ALL ADULTS 18 years old or older;
- The SOCIAL SECURITY NUMBERS of all ADULTS 21 years or older;
- Your household's total INCOME last month OR your Food Stamp Case Number;
- The amount and source of income for EACH HOUSEHOLD MEMBER;
- The SIGNATURE of an adult household member.

If your household, including the children listed in your application, is now receiving food stamps, you may list your Food Stamp Case Number instead of total household income. This information will be kept confidential. It will be used only to verify your household's eligibility. Your children may receive free or reduced price meals without affecting the amount you receive in food stamps.

Each school must check your application to see if you have listed all of the information given above. The school may also be required to verify the information which you have given on your application.

Social Security Numbers

Section 9 and 17 of the National School Lunch Act require that, in order for your child to be eligible for free or reduced price meals, you must list the social security numbers of all adults in your household. You are not required to list these, but the failure to provide the numbers will result in a denial of the application.

You must bring this notice to the attention of all household members whose social security numbers are disclosed. The social security numbers may be used to identify household members when carrying out efforts to verify the correctness of information given on your application. These verification efforts may be carried-out through program reviews, audits and investigations and may include: contacting employers to determine income; contacting the social security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or a reduction of benefits, administrative claims or legal actions if incorrect information is reported.

Application Approval And Hearing Procedure

If your application is denied or if you feel that your child should receive free instead of reduced price meals, you should contact the school immediately. If, after talking over your problem, you still disagree with the decision, you have a right to a fair hearing. You should write or telephone your Superintendent of Schools or your center director to ask for a fair hearing.

You may fill out an application now or at any time during the school year.

If your household income is lower, or if you have additions to your household size, your child may qualify for different benefits. You also must notify the school or center or camp if you household income increases by \$50 a month or more or if there is a decrease in the size of your household. If you or a household member became unemployed, your child or children may become eligible for free or reduced price meals during that period of unemployment, provided that the loss of income causes the total household income to fall within these eligibility guidelines.

Foster Children

You may have a foster child living in your home. If that child is a ward of the Department of Human Services or of the Court, you should apply for free or reduced price meals for the child. You do not have to report your total household income if you are only applying for the foster child.

IF YOU NEED HELP IN FILLING OUT THE APPLICATION, CALL OR VISIT YOUR SCHOOL OR CENTER.

In the operation of Child Nutrition Programs, the school, center or camp cannot discriminate on the basis of race, color, national origin, age, sex or handicap. If you feel that your child has been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

WEST VIRGINIA DEPARTMENT OF EDUCATION
Charleston, West Virginia 25305

APPLICATION FOR FREE MEALS OR REDUCED PRICE MEALS
NOTICE OF APPROVAL, CHANGE OR TERMINATION OF BENEFITS

TO: _____
(Name of Parent or Guardian)

(Address)

FROM: _____
(Name of School or Institution or Center)

Your Application for Free Meals or Reduced Price Meals for (name(s) child/children) _____ has been reviewed on the basis of the current Income Guidelines set by the United States Department of Agriculture.

EFFECTIVE ON _____

_____ Your 1986-87 Application for free or reduced price meals has been denied.

_____ Your child/children is/are eligible for free meals and, (in the public schools) free textbooks, workbooks and instructional supplies, pending a request for verification.

_____ Your child/children is/are eligible for reduced price meals and (in the public schools) free textbooks, workbooks and instructional supplies, pending a request for verification.

_____ Your child/children has/have been temporarily approved for free meals, pending verification.

_____ Your application for reduced price meals has been temporarily approved pending a request for verification.

_____ Your child/children is/are no longer eligible for free meals but is/are eligible for reduced price meals.

_____ Your child/children is/are eligible for free meals rather than reduced price meals.

_____ Your child/children is/are no longer eligible for either free or reduced price meals.

REASON FOR DENIAL OR CHANGE IN BENEFITS

If you have any questions, please contact your school.

You may apply or reapply for free or reduced meal benefits at any time during the school year. Applications are available at the school, institution or center.

During the year, if there is a change either in your household's total income or in your household size, you should notify your school, institution or center. A decrease in total income, an increase in family size, unemployment or temporary layoff may make your child eligible for free or reduced price meals. All households with children who are receiving free or reduced price meals must notify the appropriate official of any changes in household size or of any increase in household income of over \$50 per month.

The information you give in the Application process will be used only for the purpose of establishing your child's eligibility for free or reduced price benefits or for free textbooks, workbooks and instructional supplies. The request for Food Stamp Case Number does not mean that your food stamp benefits will be changed. The number will be used only for eligibility determinations.

If your Application is denied or if it is approved for reduced price benefits rather than free and if you disagree with the decision, you may discuss this with your school principal or institution or center director. If, after such discussion, you wish further review of the decision, you are entitled to a fair hearing. A request for a hearing may be made either by letter or by telephone. Please contact your county superintendent, or in the case of a private school, your school director, or the sponsor of the child care center, home or institution.

Program benefits and service are available to all children, without regard to race, color, sex, handicap, age or national origin. If you believe you have been discriminated against because of race, color, national origin, age, sex or handicap, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

ELIGIBILITY GUIDANCE FOR SCHOOL MEAL PROGRAMS

FOOD AND NUTRITION SERVICE

CHILD NUTRITION DIVISION

July 1984



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INTRODUCTION

The U.S. Department of Agriculture (USDA) has established regulations to carry out the intent of Congress that nutritious meals or milk be available to every school student regardless of the household's ability to pay. This guidance sets forth guidelines for school officials responsible for determining eligibility for free and reduced price meals and free milk in schools that participate in the National School Lunch and School Breakfast Programs and in schools that participate in the Special Milk Program exercising the free milk option.

All Programs of the U.S. Department of Agriculture are available to everyone without regard to race, color, national origin, age, sex, or handicap. If anyone believes they have been discriminated against, they should write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

FREE AND REDUCED PRICE POLICY

Basic Requirement

- o All schools participating in the Federally-assisted National School Lunch and School Breakfast Programs MUST make available, as applicable, free and reduced price lunches and breakfasts, and, at the option of the School Food Authority for schools participating in the Special Milk Program, free milk to eligible children.
- o This requirement also applies to the few schools participating in the Commodity School Program.
- o The basic free and reduced price policy requirements consist of a policy statement, a public release, a parent letter and application, the School Food Authority's collection procedures, and the Income Eligibility Guidelines as issued by USDA. Each is discussed below.

State Agency Responsibility

- o State agencies MUST annually issue free and reduced price policy guidance to School Food Authorities. This consists of a prototype policy statement, the Income Eligibility Guidelines as issued by USDA, and any other instructions necessary to ensure that School Food Authorities are aware of Federal and State requirements pertaining to free and reduced price meals and free milk.

School Food Authority Responsibility

- o Each School Food Authority may adopt the free and reduced price policy as issued by the State agency or develop one of its own. Each School Food Authority's free and reduced price policy MUST include the Income Eligibility Guidelines as announced by the USDA. If the School Food Authority intends to develop its own policy statement, the State agency should be contacted for specific instructions. The policy statement MUST be approved by the State agency by October 15 of each year for the School Food Authority to receive reimbursement for meals and milk.

PUBLIC NOTIFICATION OF THE AVAILABILITY OF BENEFITS

**Public
Release with
Income
Guidelines**

- o_ Prior to the beginning of school or during the first week of school, a press release to notify the public of the availability of the school nutrition programs and the eligibility criteria for free and reduced price meals and free milk **MUST** be provided to the local news media, the unemployment office, and any major employers who are contemplating layoffs in the attendance area of the school.
- o The public release **MUST** contain both the free and reduced price Income Eligibility Guidelines.

**Parent Letter
and Appli-
cation with
Reduced Price
Guidelines**

- o A letter to parents with an application form **MUST** be provided to parents of all children in attendance at the school. The letter **MUST** contain the reduced price Income Eligibility Guidelines, not the free guidelines.
- o In schools participating in the Special Milk Program with the free milk option, the free guidelines are provided with the application.
- o Applications and letters should be sent to parents of all schoolchildren as early as possible in the school year to allow for the return and review of applications by the end of the first week of school.

**Foreign
Language**

- o_ School Food Authorities should send appropriate non-English language parent letters and application forms to households if a significant number of enrolled children come from households belonging to the same foreign language group and having limited English communicating skills.

APPLICATION PROCESS

Benefits Prior to Processing Applications

- Prior to the approval of applications for the school year, free and reduced price meals or free milk may be served to children from households with approved applications on file from last year. This includes: (1) new students in a school with older siblings that were approved for benefits the previous year, and (2) previously approved students that transfer from one school to another under the jurisdiction of the same School Food Authority. Similar provisions do not exist for students who transfer between schools under the jurisdiction of different School Food Authorities. Therefore, local school officials are encouraged to expedite eligibility determinations for all such new enrollees. Local officials may wish to develop a cooperative transfer system between the private schools and the public school system within the same county or city to provide eligibility information for students transferring between these schools. The school from which the student transferred should retain a copy of the student's application on file.
- The school will be reimbursed prior to application approval only for those meals or milk served to students from households previously approved.

Complete Application

- Each incoming application should be reviewed to ensure that it is complete. The following information MUST be provided by the household before an eligibility determination can be made:
 1. Names of all household members.
 2. Social security number of each household member 21 years of age or older or an indication that a household member does not have a social security number.
 3. The income received by each household member identified by source, such as wages, welfare, alimony, and the total household income;
OR
the household food stamp case number.
 4. Signature of an adult household member.

**Incomplete
Application**

- All four items MUST be on the application for the application to be considered complete. Other information requested on the application but not provided by the household MUST not delay approval of the application.
- If any of the four required items have not been completed, the information MUST be obtained before an eligibility determination can be made.
- If an application is incomplete, it may be returned to the household or the household may be contacted either by phone or in writing to get the information. Document the details of the contact, enter the information received on the application, and initial the entry. Except, if the application is missing the signature of an adult household member, the application MUST be returned to the household. In signing the application, the household member is certifying that the information on the application is true and correct.
- Every reasonable effort should be made to obtain the missing information prior to denying the application.

**Inconsistent
Application**

- 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 (e.g., the individual income amounts listed do not add up to the total income figure and one of the amounts is above the eligibility limit or the income figure appears to be a yearly, not a monthly figure).

**Eligibility
Determination**

- Food Stamp Households. Households that are currently receiving food stamps and provide a food stamp case number and no income information qualify for free meals.
- Non-Food Stamp Households. Review the income and household size information. Determine the total household income and the household size. If the total income for the household size falls within the eligibility criteria, the student is eligible for either free or reduced price benefits as applicable.
- Households that Provide Income Information and a Food Stamp Case Number. If a household has provided a food stamp case number and also reports income, the eligibility determination should be based on the

income and household size information. Determine eligibility as you would for a non-food stamp household.

- o If the household qualifies for free meals based on the income reported, classify it as a food stamp household for verification purposes. If the household qualifies for reduced price meals, classify it as a non-food stamp household for verification purposes. If the household is over the income limits, deny the application.

**Computing
Current Income**

- If current income is reported as other than a monthly figure, use the following calculation to compute:

Monthly income

- Weekly income x 4.3
- Bi-weekly income (every two weeks) x 2.15
- Semi-monthly income (twice a month) x 2

Annual income

- Weekly income x 52
- Bi-weekly income (every 2 weeks) x 26
- Semi-monthly income (twice a month) x 24

**Zero Income
and Temporary
Reductions
in Income**

- o 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. The approving official should issue temporary approval of the application. At the end of the approval period, the school should send an application to the parents to enable them to reapply for an extension of their eligibility if it is appropriate. If the household's income is still subject to change, a new temporary approval should be issued.

- o See pages 8-13 for specific information on defining income/household size.

**Household
Failure
To Apply**

- Local officials may complete an application for a student known to be needy if the household fails to apply.
- o 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 make an eligibility determination. The source of the information MUST be noted. Social security numbers of household members need not be

secured and these applications may be excluded from verification. The household MUST be notified that the student has been certified and is receiving free or reduced price benefits.

- o This option is intended for use in individual situations and does not allow eligibility determinations for categories or groups of children.

Citizenship

- o U.S. citizenship is not a factor in the determination of eligibility. An eligibility determination is based on household size/income as reported on a completed application.

Notification of Eligibility or Denial

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

- o Temporary approvals should be issued for eligible children for the following types of economic situations:

- Seasonal unemployment,
- Temporary layoffs,
- Strikes (voluntary work stoppage),
- Temporary usage of public assistance (in cases where the application specifies receipt of public assistance for a limited time),
- Zero income, for whatever reason.

Change in Income or Household Size

- o Households approved for benefits MUST report changes in income of over \$50 per month or \$600 per year and any decreases in household size. When households report such changes, review the information, make any appropriate change in eligibility and notify the household.

Appeals o A household may appeal the denial of their application or the level of benefits for which they have been approved. The hearing procedures outlined in the School Food Authority's free and reduced price policy statement MUST be followed.

Recordkeeping o The determining official should indicate the date the application is approved and sign the application.

o When an application is denied, the reasons for the denial MUST be noted and kept on file. Records should also include the date the denial notice is sent and the name of the denying official. These may be noted directly on the application.

o When a student's eligibility changes or the student transfers to another school, the date of change or transfer should be noted on the application.

DETERMINING HOUSEHOLD SIZE

o School officials must often use their own discretion in making household size determinations. The following provides some guidelines:

Definition of Household and Family o 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.

Economic Unit o A group of related or unrelated people who share housing and/or all significant income and expenses of its members.

Students Away at School o Students who are temporarily away at school e.g., students attending boarding schools or colleges, should be counted as members of the household.

- Military Families** _o Military personnel serving overseas or assigned to a military base and not living with the household are not considered members of the household for purposes of determining eligibility, but the money sent to the household is included as income to the household.
- Foster Child** o A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court, and is considered a household of one.
- Child Living with One Parent, Relatives, or Friends** _o In cases where no specific welfare agency or court is legally responsible for the child, or where 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.
- Adopted Child** o 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 is considered in the eligiblilty determination.
- Institutionalized Child** o An institutionalized child is a child who resides in a residential-type facility which the State has determined is not a boarding school, and is considered to be a household of one.
- Student Attending an Institution** o A student who attends but does not reside in an institution is considered a member of the household in which he/she resides.
- Emancipated Student** o 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.
- Boarding School Students** o A student in 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.
- Foreign Exchange Students** o 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.

DETERMINING INCOME

Reportable Income

- o Income to be reported on the household's free and reduced price application is any money received on a recurring basis including gross earned income. Specifically, gross income means all money earned before such deductions as income taxes, employee's social security taxes, insurance premiums, and bonds. Income includes the following:
 - o payment of money for services, including wages, salary, commissions or fees;
 - o social security benefits;
 - o supplemental security income (SSI);
 - o public assistance/welfare payments (AFDC, ADC, GA, GR, etc.);
 - o alimony or child support payments;
 - o unemployment compensation;
 - o government civilian employee or military retirement or pension;
 - o veterans' payments;
 - o private pension or annuities;
 - o regular contributions from persons not living in the household;
 - o net income for self-employed farmers and businesspersons, rental income and royalties;
 - o dividends or interest on savings or bonds;
 - o income from estates or trusts; and
 - o other cash income, including cash amounts received or withdrawn from investments, trust accounts, and other resources, which would be available to pay the price of a child's meal.

Income Exclusions

- o 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, for example, food stamps.
- o Loans, such as bank loans, are not considered as income since these funds are only temporarily available and must be repaid.
- o 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.
- o Student financial assistance, such as grants and scholarships, are awarded to meet educational expenses and are not available to pay for meals. Therefore, such cash assistance is not included as income.

Current Income

- o Current income means income received by the household during the month prior to application and multiplied by 12 to reflect annual income, except as described below.

Projected Income for Seasonal Workers and Others

- o Although "current income" is usually the income received during the month prior to application and multiplied by 12, 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, since the income reported by a seasonal worker employed during the month prior to application may not accurately reflect the household's annual income, 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.

Self-Employment Income

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

- o Self-employed persons are credited with net income rather than gross income as described here. Net income for self-employment is figured by subtracting business expenses from gross receipts.
 - Gross receipts include the total value of goods sold or service rendered by the business.
 - Deductible business expenses include cost of goods purchased, rent, heat, utilities, depreciation charges, wages and salaries paid, and business taxes (not personal Federal, State or local income taxes).
- o The value of saleable merchandise consumed by the proprietors of retail stores is not included as part of net income.

**Income Losses
From Self-
Employment**

- o In a household where there are wage earners and self-employed members, the wage earners' income may not be reduced by the business losses of the self-employed member. If the self-employed persons' income is negative, it should be listed as zero income.

Farm Income

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

**Military
Income/Benefits**

- o 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.

**Income for
Foster Children**

- o In determining income for the foster child, only the following should be considered:

1. 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. 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. Where welfare funds cannot be identified by category, no portion of the provided funds are considered as income.
2. Other funds received by the child. This includes, but is not limited to, monies provided by the child's family for personal use and earnings from employment other than occasional or part-time jobs.

Income for Institutionalized Children

- o 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 employment and/or personally receives while in residence at the institution may be considered as income.

Student Income

- o The earnings of a student who is a full time or regular part time employee and contributes to the household must be listed on the application. However, occasional earnings, such as paper routes or babysitting, should not be listed on the application.

Alimony and Child Support

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

FREE OR REDUCED PRICE MEAL APPLICATION
INFORMATION UPDATE

(DATE)

Dear _____,

_____ was (were)
temporarily approved for free/reduced price meals.

The federal government requires that we make a periodic review
of all temporarily approved meal applications.

Therefore, would you please check the appropriate space and
return this form as soon as possible.

_____ My income is still the same as it was on _____ (date).
\$ _____ per month.

_____ My income has changed. At present it is \$ _____ per
month.

PARENTS SIGNATURE

In The Operation Of This Child Nutrition Program, No Child Will Be Discriminated Against Because Of Race, Color, National Origin, Age, Sex, Or Handicap. If Any Member Of Any Household Believes He/She Has Been Discriminated Against On Any Of The Grounds Set Forth Above, He/She Should Write Immediately To:

**The Secretary Of Agriculture
Washington, D.C. 20250**

PROCEDURES FOR SELECTING A RANDOM SAMPLE
OF APPLICATIONS FOR VERIFICATION OF
ELIGIBILITY FOR FREE/REDUCED PRICE MEALS IN SCHOOLS

OBJECTIVE: To provide a uniform method for the random selection of free/reduced meal applications for verification.

STEP 1 The school principal or designate (as assigned in writing) will number consecutively each child's name on the free and reduced master list (including temporary applications) by the close of the school day October 31.

STEP 2 Determine three percent (3%) of the total to be verified rounding up to the next highest whole number.

EXAMPLE: Master list includes 100 free, 15 reduced 7 temporary free and 3 temporary reduced for a total of 125 eligibles.

$125 \times .03 = 3.75$ applications

FOUR applications must be verified.

In cases where 3% represents less than one application, the school will be required to verify a minimum of one (1) application.

STEP 3 The principal/designate will place a duplicate set of numbers (numbers only, no names) in a container from which 3% will be drawn randomly. Check numbers drawn against master list to determine specific application to be verified. Draw additional numbers if two or more of the names drawn appear on a common application.

STEP 4 The selection procedure must be witnessed and documented. All numbered lists, slips drawn and a brief written description of the procedure including date, time and place must be kept on file in each school.

DOCUMENTATION OF RANDOM SELECTION OF
FREE/REDUCED PRICE APPLICATIONS FOR
VERIFICATION PROCEDURES

1. School Year _____ County _____

2. Name of School _____

3. Total number of approved applications on file at date of random selection.

4. Three percent (3%) of total applications = _____.

5. Person(s) making random selections (name and title)

6. Procedures for random selections (describe briefly).

7. Numbered list used for random selection is filed.

YES _____

Principal (signature)

Witness (signature)

Date

PROCEDURES FOR SELECTING A FOCUSED SAMPLE
OF APPLICATIONS FOR VERIFICATION OF
ELIGIBILITY FOR FREE/REDUCED PRICE MEALS IN SCHOOLS

OBJECTIVE: To provide a uniform method for the focused selection of free/
reduced meal applications for verification.

STEP 1 The school principal or designate (as assigned in writing) will count all approved applications, including food stamp households by the close of the school day October 31.

STEP 2 Determine one percent (1%) of the total counted to fill the non-food stamp sample size.

STEP 3 Separate applications into two groups, non-food stamps and food stamps. Determine one-half percent ($\frac{1}{2}\%$) from the food stamp group rounding up to the next highest number.

STEP 4 From the non-food stamp group select the sample of households that report monthly incomes within \$100.00 below the income eligibility limit and proceed to verify.

STEP 5 From the food stamp group submit a list of selected names and case numbers to the food stamp office for confirmation of current receipt of food stamps or request a current "Notice of Eligibility" from household.

STEP 6 The selection procedure must be witnessed and documented. A brief written description of procedures, including date, time and place must be kept on file in each school.

DOCUMENTATION OF FOCUSED SELECTION OF
FREE/REDUCED PRICE APPLICATIONS FOR
VERIFICATION PROCEDURES

1. School Year _____ County _____

2. Name of School _____

3. Total number of approved applications on file at date of focused selection.

4. One percent (1%) of total applications = _____ to be verified.

5. One-half percent ($\frac{1}{2}\%$) of food stamp applications = _____ to be verified. —

6. Total number non-food stamp and food stamp applications to be verified

_____.

7. Person(s) making focused selections (name and title)

8. Procedures for focused selections (describe briefly).

Principal (signature)

Witness (signature)

Date

PROTOTYPE LETTER TO PARENTS/GUARDIANS

Date _____

Dear _____:

Federal regulations require that information contained on three/one percent of all approved applications for free/reduced school lunches be verified. These regulations outline the information to be verified and acceptable documentation (proof) which may be provided for verification purposes.

Through a random/focused selection process, an application approved for (free/ reduced) meals for _____ (name) on _____, 198____ (date) has been selected for verification. Attached is information outlining what must be provided by you so the application can be verified. Please read this information carefully and submit the proper document(s) to me within ten days. Failure to provide this information within the allotted ten day period will result in the loss of _____ (free/reduced) meals for _____ (name).

If you require further information or need assistance, please call me at _____.

Sincerely,

Principal

School

Street and/or Post Office Box

Zip Code

WEST VIRGINIA DEPARTMENT OF EDUCATION
Charleston, West Virginia 25305

PARENT INFORMATION
PROOF OF INCOME FOR FREE OR
REDUCED PRICE SCHOOL MEALS

DOCUMENT PROVING ELIGIBILITY FOR FREE/REDUCED MEALS

YOU ARE REQUIRED TO PROVIDE A COPY OF AT LEAST ONE DOCUMENT that proves the eligibility of your child/children for free or reduced price meals. The instructions below tell you which document(s) you need to provide. The document(s) will be kept confidential.

1. IF YOUR HOUSEHOLD RECEIVES FOOD STAMPS, you may provide ONE of the following documents:

Food Stamp Certification Notice Letter sent to you by the Food Stamp Office.

OR

A letter from the Food Stamp Office stating that you receive Food Stamps.

OR

2. IF YOU DO NOT DO #1 AND ADULTS IN YOUR HOUSEHOLD ARE WORKING, you must provide one of the following documents for EACH working person:

A current paycheck stub;

OR

A pay envelope showing your total gross pay;

OR

A letter from the employer stating your total gross pay;

OR

Self-employed persons must provide a copy of a recent sales tax statement, or FICA form or last quarterly tax estimate.

OR

(OVER)

3. IF YOU DO NOT DO #1 OR #2 AND NO ADULTS IN YOUR HOUSEHOLD ARE WORKING, you must provide copies of documents for all sources of household income.

IF SOURCE OF HOUSEHOLD INCOME IS:

YOU MUST PROVIDE:

Public Assistance (welfare, AFDC)

Your benefit notice from Welfare Agency

Unemployment Compensation

Your notice of eligibility from State Employment Security Office

Social Security/Black Lung SSI

Your SSI/Black Lung eligibility letter or your Social Security Retirement benefit letter

Alimony or Child Support

The court decree or agreement or other documentation

Disability or Workmen's Compensation

The disability award letter or check stub

Veterans benefits

The benefit notice from VA

OR

4. IF YOU DO NOT DO #1, #2 or #3 AND YOU REPORT NO INCOME ON YOUR APPLICATION, you must attach a brief note explaining in writing how your household pays for food, clothing and housing and when you expect to have income.

You must provide this documentation to the school within ten (10) days.

PROCEDURES FOR DEVELOPING A CONSISTENCY CHECK FOR VERIFICATION

OBJECTIVE: To provide a uniform method for verifying information on free/reduced meal applications.

Depending on the household situation, the following consistency checks must be made for each approved application selected:

STEP 1

Approved applicants documenting food stamp eligibility

Check the documentation carefully against the application to ensure that:

- the household names are the same
- the documentation is current for the month preceding the month during which verification is initiated

If both of these conditions are satisfied, then verification is complete.

If the food stamp documentation does not confirm the household's participation in the program then follow-up is required. The parent letter Difference Between Documentation and Application, Exhibit 21, asks for either clarification or submission of a new application to avoid termination of the child's benefits.

STEP 2

Approved applicants not documenting food stamps but receiving wages

Compare the documentation of total income to the income guidelines for free/reduced price meals. If the amount falls within the appropriate income guidelines, then verification is complete.

If the income on the documentation and the approval for free/reduced price meals are not consistent, reprocess the application based on documented income. The student's eligibility may change. If the student's eligibility changes, send the parent letter Difference Between Documentation and Application, Exhibit 21, with a new application to the parent/guardian that notes the differences between documentation and application and ask for clarification. The letter allows the parent to provide further information or documentation or submit a new application.

Attach a copy of this letter to the application in question. File these inconsistent applications separately until the requested information is received.

(OVER)

STEP 3

Approved applicants not documenting food stamps and not receiving wages but documenting all sources of household income

Upon receipt of the requested information and/or documentation, check it for consistency. If the information/documentation passes the consistency check, verification is complete. Refile the application and update documentation in your original free/reduced application files.

If this new information/documentation is not consistent with the guidelines or if the parent does not comply within ten (10) school days, the student's eligibility for free or reduced price meals must be changed as specified in the letter to parents.

STEP 4

Approved applicants not documenting food stamps, wages or any source(s) of income reporting in writing how their household pays for food, clothing and housing

Review the written statement submitted with the application. Classify the application reviewed as "temporary" and review within sixty (60) days.

PARENT LETTER
DIFFERENCE BETWEEN DOCUMENTATION AND APPLICATION

Date _____

Dear _____:

We have reviewed the document(s) submitted as proof of income. The proof checked below does NOT agree with the information on your application for free or reduced priced meals.

FOOD STAMP ELIGIBILITY

_____ Wrong family

_____ Not current for last month

_____ Other _____

PAYCHECK STUB, PAY ENVELOPE, LETTER FROM EMPLOYER, SELF EMPLOYED
PROOF OF INCOME

_____ Not current for last month

_____ Income reported higher than on application

_____ Income reported lower than on application

_____ Other _____

BENEFIT NOTICE/LETTER OR COPY OF CHECK FROM _____

_____ Not current for last month

_____ Income reported higher than on application

_____ Income reported lower than on application

_____ Other _____

(OVER)

WRITTEN STATEMENT EXPLAINING NO HOUSEHOLD INCOME

- Statement shows that there is income
- Statement does not fully explain household conditions
- Other _____

As a result of this difference, unless you can provide adequate proof of eligibility within ten (10) days (by _____) or submit a new application (enclosed), benefits to your child will:

- Change from reduced price meals to free
This change will occur only if you contact the school by the date listed above to explain the difference.
- Change from free meals to reduced priced meals at \$_____ for lunch and \$_____ for breakfast.
- Be stopped.

This change will remain in effect until you provide the information required. If you have any other proof to submit, please send it to the school and this decision will be reconsidered. Failure to reply within ten (10) days will result in the change noted above.

If you do not agree with this decision you may request a hearing by contacting _____ (hearing officer) at _____ (county office).

Sincerely,

School Principal

WEST VIRGINIA DEPARTMENT OF EDUCATION
Child Nutrition Division
Charleston, West Virginia 25305

SUMMARY REPORT TO COUNTY OFFICE
SCHOOL VERIFICATION FREE/REDUCED MEAL APPLICATIONS

Name of School _____

Method Used for Application Selection:

_____ Random Sampling _____ Number Verified

_____ Focused Sampling _____ Number Verified

Date of Application Selection for Verification _____

Date of Completion of Verification Procedure _____

Selection Procedures Are on File at the School Yes _____ No _____

1. Total Number of Applications on File on Day of Application Selection _____

_____ FREE

_____ REDUCED

_____ TOTAL

2. Action taken on applications verified

_____ VERIFIED, NO CHANGE

_____ FREE CHANGED TO REDUCED

_____ FREE CHANGED TO PAID

_____ REDUCED CHANGED TO FREE

_____ REDUCED CHANGED TO PAID

_____ TOTAL

SIGNED _____
Principal

DATE _____

WEST VIRGINIA DEPARTMENT OF EDUCATION
Child Nutrition Division
Charleston, West Virginia 25305

SPONSOR'S SUMMARY REPORT
SCHOOL VERIFICATION FREE/REDUCED MEAL APPLICATIONS

Name of Sponsoring Agency _____

County _____

Method Used for Application Selection:

_____ Random Sampling _____ Number Verified

_____ Focused Sampling _____ Number Verified

Date(s) of Application Selection for Verification _____

Date of Completion of Verification Procedure _____

Selection Procedures Are on File at the School Yes _____ No _____

1. Total Number of Applications on File on Day of Application Selection

_____ FREE

_____ REDUCED

_____ TOTAL

2. Action taken on applications verified

_____ VERIFIED, NO CHANGE

_____ FREE CHANGED TO REDUCED

_____ FREE CHANGED TO PAID

_____ REDUCED CHANGED TO FREE

_____ REDUCED CHANGED TO PAID

_____ TOTAL

SIGNED _____ DATE _____
Sponsoring Agency

SUBMIT TO THE WEST VIRGINIA DEPARTMENT OF EDUCATION BY:
JANUARY 10, 1987

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REPORTING PROCEDURE

A daily record of the actual number of meals and/or milk served students and adults shall be maintained on Form WVDE 43-10-30-S (Daily Record of Program Operations) [G - 30.1] completed according to instructions [G - 30.2]. The report must be detailed daily at each participating school by a responsible person. The monthly claim for reimbursement is based on information recorded on this report. The completed form is submitted to the SFA on or before the fifth day of the succeeding calendar month or as required by the SFA. A copy will also be filed at the school.

Computerized Entries - Schools utilizing micro-computers shall maintain daily records of meal service which provide identical information as that required on form WVDE 43-10-30-S.

At the end of each month during which meals and/or milk were served to students, a monthly financial report, Form WVDE 43-10-31 (Monthly Financial Report) [G - 30.3] is completed by each participating school according to instructions [G - 30.4]. Schools in counties with centralized purchasing and accounting do not need to complete the WVDE 43-10-31 monthly. Financial data provided on this report is the basis for justifying reimbursement payments. The completed report is submitted to the SFA on or before the fifth day of the succeeding calendar month or as required by the SFA. A copy will also be filed at the school.

The SFA is responsible for sending copies of the five following monthly or annual consolidated reports or appropriate computer printouts to the respective WVDE coordinator:

1. WVDE 43-10-30-S (Daily Record Of Program Operations) [G - 30.1]
2. WVDE 43-10-31 (Monthly Financial Report) [G - 30.3]
3. WVDE 43-10-30 (Monthly Claim for Reimbursement) [G - 30.5]
4. Sponsor's Summary Report (Verification) [F - 30.17]

All reports, invoices and other records pertaining to the Child Nutrition Program at both the school and SFA level are to be maintained for three years plus the current year.

REIMBURSEMENT PROCEDURE AND POLICY

Each SFA prepares a Monthly Claim for Reimbursement, Form WVDE 43-10-30 [G - 30.5] from the data submitted by each participating school under its jurisdiction. Form WVDE 43-10-30 is submitted to the WVDE on or before the tenth day of the succeeding month to claim reimbursement for eligible meals and/or milk. Payment of the claim for reimbursement is made to the SFA which will forward the appropriate amounts to the individual schools.

The WVDE shall make reimbursement payments to SFAs and/or schools only in connection with meals meeting the requirements of a reimbursable breakfast or lunch. Second meals and/or second helpings served to students are not eligible for reimbursement. In no case shall reimbursement be claimed for meals and/or milk served to adults.

Average and/or maximum reimbursement rates [G - 30.6] are determined by the USDA for programs operating under the National School Nutrition Act. Since these rates are subject to change, only the current rates are included and will need to be updated periodically.

SFAs which served 60 percent more free or reduced price meals during the second preceding year are entitled to a higher rate of reimbursement. These SFAs are named on the back of the page listing the current reimbursement rates [G - 30.6a].

In all cases, the total reimbursement paid to an SFA and/or school shall not exceed the actual allowable costs of preparing and serving the meals for which the reimbursement is claimed.

Since September, 1985, WVDE has established the 15th of each month as the "cut-off" date for monthly claims payment. Payment of county claims received after the cut-off date will not be paid until the following month. Federal regulations require all county claims for reimbursement to be submitted to WVDE no later than 60 days after the end of the month. Claims received after the 60 day cut-off cannot be paid.

Reimbursement rates to schools within a county may be varied so long as these do not exceed the maximum rate on the list of reimbursement rates [G - 30.6]. The SFA will receive only the standard reimbursement rate per meal served. If reimbursement rates paid one (or more) school(s) are higher than standard, it will be necessary to lower the rates paid to another school or schools in order to allocate only the total amount of reimbursement received. Such schools receiving higher than standard reimbursement rates must be able to document costs for preparing and serving meals to justify the higher reimbursement.

ACCURATE (ACCOUNTABLE) RECORDS: PARTICIPATION

Since participation data is the basis for reimbursement claims, it is imperative that the Daily Record of Program Operations [G - 30.1] reflects complete and accurate information. The system used to obtain participation data (including all types of computer systems) must guarantee an accurate daily count concerning the following:

- . actual number of meals served daily by category, regardless of when payment was made;
- . all meals served to all adults;
- . all meals served as "second meals" and/or other non-reimbursable meal service;
- . a la carte breakfast sales; and
- . sale of extra milk.

ACCURATE (ACCOUNTABLE) RECORDS: INCOME

Records and receipts documenting income to the program shall be maintained by a responsible person in the school in accordance with the procedures listed below:

- . All income to the program shall be properly receipted, reported and deposited.
- . There must be separate deposit slips which list only monies deposited to the child nutrition account.
- . Financial reports must reflect accurate cash balances, cash due the program, source of cash due the program and all invested funds with accruing interest.
- . Bad debts are non-allowable costs to the child nutrition program. Payments for bad debts are not reported as new program income.

ACCURATE (ACCOUNTABLE) RECORDS: EXPENDITURES

The USDA instruction, FNS Instruction 796-1, Revision 2, requires that all expenditures from the child nutrition account be supported by source documents which adequately identify the use of program funds for program purposes. All source documents will identify direct allowable program costs as reported on Form WVDE 43-10-31 (Monthly Financial Report) [G - 30.3] at the school level and on Form WVDE 43-10-32 (Annual Cost of Operation) [G - 30.7] at the SFA level.

USDA regulations require that the SFA maintain effective control over, and accountability for, all funds, property and other child nutrition programs' assets to assure that they are safeguarded and used solely for authorized purposes. These costs are reported in order to claim USDA funds at the SFA level and to justify individual costs at the school level. Therefore, all records, reports, itemized invoices and labor vouchers to support program expenditures shall be maintained at both the school and the SFA levels for the required length of time of three years in addition to the current year.

Income accruing from operation of the child nutrition program may be used for program purposes but not for:

- . purchase of land;
- . acquisition or construction of buildings; and/or
- . addition(s) to existing buildings.

ALLOWABLE COSTS: FOOD

All foods purchased with school child nutrition program funds shall be supported by itemized invoices which list as a minimum:

- . specific food items;
- . amount purchased;
- . cost per unit; and
- . total cost.

All invoices must be signed by the person who receives the food.

A cash register tape without a separate itemized listing of all required information is not acceptable and items purchased will not be considered allowable expenses.

Allowable food costs shall not include the value of USDA foods or the value of missing inventory items (including stolen food).

When food and non-food items are listed on the same itemized invoice, the costs shall be separated and reported in the appropriate categories on Form WVDE 43-10-31 (Monthly Financial Report) [G - 30.3].

The SFA shall ensure that the cost of food claimed for meal reimbursement includes only the cost of food used in child nutrition programs.

Coffee may be purchased with program funds to be served with adult meals. Coffee served other than with adult meals is not an allowable child nutrition program expense.

ALLOWABLE COSTS: MILK

Itemized, signed invoices must be available to support the cost of all milk used in child nutrition programs. The SFA shall ensure that the cost of milk reported on Form WVDE 43-10-31 [G - 30.3] includes only milk used for meals and the sale of extra milk in child nutrition programs.

The child nutrition program funds may not be used to pay for milk or other beverages sold in the school if the proceeds do not accrue to the child nutrition program account.

When food items, such as cottage cheese and ice cream, are included on "milk" invoices, the cost of these items shall be separated and reported as "food" on Form WVDE 43-10-31.

ALLOWABLE COSTS: LABOR

Itemized, signed documentation of labor costs must be on file at the school to support the cost of labor, which may include:

- . salaries of school food service personnel including fringe benefits such as social security, retirement and workers compensation;
- . salaries of students who are employed in child nutrition programs; and/or
- . direct salary costs of non-cooking personnel with specific food service responsibilities as documented by function and time sheets.

The SFA shall establish controls to ensure that no labor cost be claimed for federal funds more than once. Therefore, partial salary payments to secretaries, clerks, principals, teachers, custodians, truck drivers or any other SFA employee included in data used to obtain USDA indirect cost rates, are not allowed as direct labor costs. In addition, supplemental payments to regular employees of the SFA are not allowable costs, except in instances where there is documentation that the payment is for services beyond regular responsibilities of that employee or for time spent beyond the regular working hours.

ALLOWABLE COSTS: SUPPLIES AND EXPENDABLE EQUIPMENT

Supplies and expendable equipment necessary for the operation of child nutrition programs shall be supported by itemized invoices signed by the person who received the items.

Expendable equipment is the equipment with a useful life of one year or less or with an acquisition cost of less than \$500 per unit.

The SFA shall ensure that all supplies and expendable equipment purchased with school food service funds are used only for the direct operation of child nutrition programs.

Garbage bags, detergents and other supplies used for purposes other than school food service are not allowable child nutrition program expenses.

ALLOWABLE COSTS: NON-EXPENDABLE EQUIPMENT

Non-expendable equipment includes all food service equipment with a useful life of more than one year and with an acquisition cost of \$500 or more per unit.

Depreciation is the expense associated with physical deterioration of equipment and consequent loss of value. Depreciation may be claimed as a direct cost for reimbursement purposes. All depreciation claimed as child nutrition program costs for federal reimbursement must be documented by the SFA.

ALLOWABLE COSTS: OTHER

Other direct costs are incurred in the operation of the child nutrition program.

These costs do not contribute to the cost of producing a meal. They must be supported by signed, itemized invoices. Examples of other allowable costs are repayment of a loan, investments, bad checks and payments made from NET grants.

ALLOWABLE COSTS: INDIRECT

In addition to direct costs of operating child nutrition programs, indirect costs are incurred. Indirect costs are those which contribute to the cost of producing a meal but are not readily identifiable to the child nutrition account, such as custodial services. USDA policy allows these to be claimed by the SFA for reimbursement purposes. The allowable indirect costs of an SFA shall be determined through the use of an indirect cost rate.

Financial data to obtain the indirect cost rate is submitted to the WVDE Bureau of Finance and Administration by the SFA. The responsibility for the development and assignment of indirect cost rates for public schools is shared by the USDE and the WVDE.

NON-ALLOWABLE COSTS

USDA FNS Instruction 796-1, Revision 2, lists areas of costs which are not eligible for inclusion in claims for payment from USDA funds and are not allowable costs from the child nutrition account. These are:

- . loan repayments;
- . bad debts;
- . fines and penalties;
- . interest and financial costs;
- . legislative expenses or executive direction;
- . contingency reserve contributions;
- . depreciation or use allowance for publicly owned buildings and improvements;
- . direct labor costs for administrative personnel above the school food service employee level without direct program responsibility;
- . USDA donated food or cash received in lieu of food;
- . other donations of cash, services and goods;
- . equipment depreciation costs for:
 - a. items which have been fully depreciated;
 - b. items in storage for future use or disposal; and
 - c. that portion of the equipment purchased with federal funds.
- . capital expenditures for:
 - a. land or construction; and
 - b. facilities;
- . occupancy by contractual agreements which are classified as rental-purchase or leased with an option-to-purchase; and
- . cost associated with sales or service to adults and other a la carte sales.

SHARED COSTS

Equipment such as computers, typewriters, copy machines or calculators may be purchased for use jointly by the child nutrition and instructional programs. Cost of the equipment shall be pro-rated according to time of use by each program. Documentation of the time study must be kept on file at the school and SFA. In no case shall the child nutrition program pay more than the proportional share of the total cost of the equipment.

Only the child nutrition program's share of the cost may be included in the calculation of depreciation.

PROCUREMENT STANDARDS

USDA regulations provide standards for the use of the child nutrition program funds. These standards ensure that the procurement of supplies (including food and equipment) and services is in compliance with applicable federal law and executive orders. A complete description of the procurement standards for child nutrition programs is found in 7 CFR 210.19a and may be obtained from SFA personnel.

Each SFA shall maintain a code of conduct to govern the performance of its employees who have the authority to contract or expend program funds. No person shall solicit nor accept personal gratuities, favors or anything of material monetary value from contractors and vendors or potential contractors and vendors. All procurement transactions shall be conducted in a manner which will provide open and free competition. Positive efforts shall be made to utilize small businesses and minority owned businesses as sources of supplies and services.

USDA regulations require formal advertising with adequate purchasing descriptions, sealed bids, negotiation and public openings as the required method of procurement unless specific conditions exist which make negotiations more feasible. However, procurements of \$10,000 or less need not be advertised unless otherwise required by state law or regulations. Proposed procurement actions shall be reviewed by appropriate SFA officials to avoid purchasing unnecessary or duplicate items. Invitations for bids or requests for proposals shall be based on a clear and accurate description of the material, product or service to be procured. Such description, however, shall not contain features which unduly restrict competition.

Details of the procurement standards are available from the WVDE or the SFA. School personnel may contact these offices for technical assistance.

EXCESS BALANCE - NET CASH RESOURCES

The WVDE shall review annually the net cash resources [G - 30.8] reported by the SFAs. If the net cash resources exceed three months normal operating costs then:

- . a justification letter must be filed with the WVDE stating a short term plan of action for use of the funds; or
- . adjustments in the rates of reimbursement shall be made until the net cash resources of the SFA are reduced to the required level.

In turn, the SFA shall review annually the operating balance reported by the schools under its jurisdiction.

CONSOLIDATION OF SCHOOLS

When schools are consolidated, child nutrition program funds may be credited to the school food service program account(s) of the school(s) which the students will attend in proportion to the number of students involved.

PRICING OF ADULT MEALS

Meals served to teachers, administrators, custodians and other adults, such as school patrons, elderly volunteers and Foster Grandparents Program participants, must be priced so that the adult payments in combination with income from other sources (such as state or local fringe benefits or payroll funds, or funding from voluntary agencies) are sufficient to cover the meal costs. The charge to adults should be determined by the SFA and shall be at least the price charged to secondary students paying full price, plus the current reimbursement rate for a paying student's lunch, plus the value of donated foods for a student lunch.

Meals served to adults who are directly involved in the operation and administration of the child nutrition programs may, at the discretion of the SFA, be furnished at no charge. As such, their cost may be fully attributed to the nonprofit child nutrition program operation and supported by revenues to the child nutrition program.

Meals served to adults directly involved in the operation and administration of food service may not be claimed for reimbursement nor counted in the commodity allocation entitlement. The determination of individuals, positions involved, and the degree to which their services are attributed to the nonprofit child nutrition program operations, is left to the discretion of the WVDE and SFA officials.

Student teachers and other persons working in the schools who are not enrolled in the educational program of the SFA are not eligible for free or reduced price meals. They must pay the same price as adults unless the cost is paid by another agency.

INVENTORY RECORDS

The physical or perpetual inventory is necessary to document food and supply costs as required on the Monthly Financial Report, Form WVDE 43-10-31 [G - 30.3]. USDA donated food items must be inventoried separately. (See the Donated Foods section). These inventories shall be maintained by a responsible person and copies shall be kept on file at the school for one year following the date on which they are prepared.—The "cost of food used" as claimed for USDA reimbursement shall not include the value of USDA donated foods or missing inventory items, including stolen food. A suggested perpetual inventory form is shown [G - 30.9].

A child nutrition program inventory of large equipment shall be maintained by a responsible person for each participating school. USDA regulations require a reconciliation of equipment on hand at the end of each school year. All food service equipment which has fully depreciated (12 years old or more) must be removed from active inventory. Any new or transferred equipment (\$500 or more per unit) acquired during the year shall be routinely entered in the inventory on a predetermined date, no later than August 31. Any funds received from the USDA FSEA account toward the purchase of a specific item of equipment shall be subtracted from the item's reported purchase and installation price. Suggested inventory and depreciation forms are shown [G - 30.10, G - 30.11, G - 30.12].

EQUIPMENT DEPRECIATION

Each school must maintain a complete equipment inventory file which lists all non-expendable equipment [G - 30.11]. The inventory will include:

- . an assigned inventory number for each piece of equipment;
- . all equipment on hand for program use which has been purchased within the last 11 years with an acquisition cost of \$500 or more per single unit;
- . serial numbers where applicable;
- . the month and year of installation;
- . the month and year of initial depreciation;
- . the acquisition cost;
- . the amount of FSEA funds, if any, received for equipment items on the inventory;
- . the adjusted cost to the child nutrition program (acquisition cost less FSEA funds received); and
- . life termination date.

The method described is straight line depreciation in which non-expendable equipment is fully depreciated in 12 years. Once an inventory file has been established, the total value of equipment will be changed annually only when a new piece of equipment is added or when an item has reached the 12 year limit.

USDA FOOD SERVICE EQUIPMENT ASSISTANCE

Although Public Law 97-35 discontinued the FSEA Program which was previously available, equipment funded or partially funded with FSEA funds must comply with the following property management requirements contained in USDA regulations:

- . Disposition procedures [G - 30.13] must be followed when equipment is no longer needed for program purposes or when participation in the child nutrition program of the WVDE is discontinued.
- . Title for the equipment is vested in the purchaser.
- . Records shall be maintained which include a description of the equipment, manufacturer's serial number (or assigned identification), the acquisition date and cost, source or vendor, amount of FSEA funds, current location and use, and all final disposition data.
- . A physical inventory shall be conducted by the SFA at least once every two years. A letter must be submitted to the WVDE stating that an inventory has been taken, the equipment is on hand and in use, and there is a continued need for the equipment in the program for which it was acquired.
- . Controls to prevent loss, damage or theft of the equipment and adequate maintenance shall be provided.

GUIDELINES FOR PURCHASE OF COMPUTERS
FOR AUTOMATION OF SCHOOL FOOD SERVICE FUNCTIONS

Computers may be utilized to assist with several tasks related to the operation of child nutrition programs at both the school and sponsor levels. Administrative functions may include, but are not limited to, approving free and reduced price meal applications, maintaining a master list of students, assisting with point-of-service count, producing daily and monthly reports and documenting revenues and expenses. Meal service functions may include maintaining inventory records, documenting food production, calculating meal costs and assisting with menu planning. Computers may be used for several other tasks at both levels, limited only by knowledge, skill and desires of the personnel.

As more schools and sponsors are investing in computers to assist with program tasks, adequate documentation must be maintained to justify expenditure of program funds for this purpose.

Sponsors should approve all purchases made by individual school programs to ensure that hardware (including printers and modems) and software purchased with program funds will be compatible with the sponsor's plan for automation of child nutrition reporting. Since the State Agency is currently using IBM hardware, schools and sponsors of child nutrition programs may wish to consider compatibility with State Agency equipment when making future purchases of hardware (including printers and modems) and software.

Child nutrition program funds may be used to purchase hardware, (including printers and modems) software and supplies at 100% of the cost or pro-rated. Adequate documentation is required for either of these.

To comply with procurement regulations, CFR 7 Part 3015, pro-rated costs must be documented by time/usage records on the equipment [G - 30.14].

If child nutrition funds purchase equipment at 100% of the cost, the hardware (including printers and modems) and software must be accessible at all times for use by personnel who are responsible for the various food service tasks.

If child nutrition funds purchase equipment on a pro-rated basis, the hardware and software must be located in a "general use" area of the school for accessibility. For example, private offices and classrooms would not be considered "general use" areas.

For pro-rated usage, records must be maintained to document usage by time (or other means) for food service functions. The records must justify the pro-rated portion of expenditures for hardware, (including printers and modems) software and other supplies paid by child nutrition funds.

FORM WVDE 43-10-30-S
DAILY RECORD OF PROGRAM OPERATIONS
INSTRUCTIONS FOR COMPLETION

For each month of operation, the record of program operations is kept DAILY by each participating school. All participation data must be determined at the point of meal service. At the end of each calendar month of operation, each school or institution enters the monthly totals for all meals or milk served. The assigned rates of reimbursement for school lunch and school breakfast are entered as designated and the school's (or institution's) claim for reimbursement is calculated. One completed copy of Form WVDE 43-10-30-S is filed at the school or institution and one completed copy is submitted to the office of the county board of education (or other sponsoring agency) on or before the fifth day of the succeeding month or on the date set by the sponsoring agency. Copies of each monthly report are to be kept on file at each reporting site for a period of 3 years prior to the current year.

FOR EACH ITEM ON FORM WVDE 43-10-30-S, PREPARE THE FOLLOWING ENTRIES:

SPONSOR	Enter the name of the sponsoring agency. (County Board of Education for public schools, state, city or local sponsoring agency for residential child care institutions. Private schools usually serve as their own sponsor.)
SCHOOL	Enter the name of the school or institution.
MONTH	Enter the month and the year covered by this report.
DATE	Enter the date for each day during the month for which the food service was in operation.
COLUMN 1	Enter the number eligible breakfasts served free on this date to students whose approved applications for free meals are on file.
COLUMN 2	Enter the number eligible breakfasts served at a reduced price on this date to students whose approved applications for reduced price meals are on file. Enter breakfasts on the day breakfasts were consumed, regardless of when payment was made.
COLUMN 3	Enter the number eligible breakfasts served on this date to paying students, regardless of when payment was made.
COLUMN 4	Enter the daily total of Columns 1 plus 2 plus 3.
COLUMN 5	Enter the total number breakfasts served to all adults on this date, regardless of when payment was made.
COLUMN 6	Enter the number eligible lunches served free on this date to students whose approved applications for free meals are on file.
COLUMN 7	Enter the number eligible lunches served at a reduced price on this date to students whose approved applications for reduced price meals are on file. Enter lunches on the day the lunches were served regardless of when payment was made.
COLUMN 8	Enter the number lunches served on this date to paying students. Enter lunches on the day the lunch was served, regardless of when payment was made.
COLUMN 9	Enter the daily total of Columns 7 plus 8 plus 9.
COLUMN 10	Enter the total number lunches served to all adults on this date, regardless of when payment was made.

COLUMN 11	Enter the total number non-reimbursable meals served. Include, where applicable, such service as kindergarten snacks, meals for the elderly, partial lunches, a la carte breakfast sales (converted to lunches according to instructions in the Policies of Operation Manual, section on breakfasts), second meals served to students and suppers in residential institutions and boarding schools.
COLUMN 12	Enter the total number half pints of milk purchased.
COLUMN 13	Enter the total number half pints of milk served with meals.
COLUMN 14	Enter the total number half pints of extra milk sold.
COLUMN 15	Enter the total number half pints of milk used for other purposes.
COLUMN 16	Enter the monthly totals for Columns 1 through 15.
ITEM 17	Under Columns 1, 2 and 4, enter the current assigned reimbursement rates for free, reduced price and all school breakfasts. Under Columns 6, 7, and 9, enter the current assigned reimbursement rates for free, reduced price and all school lunches.
ITEM 18	Under Columns 1, 2 and 4, 6, 7 and 9, enter the product of Item 16 multiplied by Item 17.
ITEM 19	Enter the total of Item 18 for Columns 1 plus 2 plus 4.
ITEM 20	Enter the total of Item 18 for Columns 6 plus 7 plus 9.
ITEM 21	Enter the total of Item 19 plus Item 20.
ITEM 22	Enter the current number of actively enrolled students who have approved applications on file for free meals (Item 21a) or for reduced price meals (Item 21b).
ITEM 23	Enter the current student enrollment for the month.
ITEM 24	Enter the total number days during which meals were served during the current month.
ITEM 25	Calculate the average cost of milk by dividing the total milk cost for the current month (Item 7B subtotal Milk from Form WVDE 43-10-31) by the total number half pints of milk purchased during the current month (Total, Column 12).
PAGE 2	Reenter the sponsor, school or institution, month and year.
DATE	Enter the date for each day during the month for which the food service program was in operation.
Optional COLUMN 26	Enter the daily total of funds received as students' payments for school breakfasts sold at the reduced price regardless of when the breakfasts were consumed.
Optional COLUMN 27	Enter the daily total of funds received as students' payments for school breakfasts sold at the full price regardless of when the breakfasts were consumed.
COLUMN 28	Enter the daily total of funds received as student's payment for breakfasts regardless of when the breakfasts were consumed or the totals of Columns 26 plus 27 if used.
COLUMN 29	Enter the daily total of funds received as adults' payment for school breakfasts regardless of when the breakfasts were consumed.
Optional COLUMN 30	Enter the daily total of funds received as students' payments for school lunches sold at the reduced price regardless of when the lunches were consumed.
Optional COLUMN 31	Enter the daily total of funds received as students' payments for school lunches sold at the reduced price regardless of when the lunches were consumed.
COLUMN 32	Enter the daily total of funds received as student's payments for lunches regardless of when the lunches were consumed or the total of Columns 30 plus 31 if used.

COLUMN 33	Enter the daily total of funds received as adults' payments for school lunches regardless of when the lunches were consumed.
COLUMN 34	Enter the daily total of funds received as students' payments for extra milk.
COLUMN 35	Enter the daily totals of funds received as cash payment for all miscellaneous sales of food and beverages.
COLUMN 36	Enter the total of Columns 28 plus 29 plus 32 plus 33 plus 34 plus 35.
ITEM 37	Enter the total amount of all cash received as shown in the total for Column 36.
SIGNATURE	The report must be signed by the school principal or a designated alternate.
TITLE	Indicate the title of the person signing the report.
DATE	Indicate the date the report was completed.

WEST VIRGINIA DEPARTMENT OF EDUCATION
Charleston, West Virginia 25305

USDA CHILD NUTRITION PROGRAMS
MONTHLY FINANCIAL REPORT

SPONSOR _____ MONTH _____ 19 _____

SCHOOL OR INSTITUTION _____

PROGRAM EXPENDITURES

CK. NO. OPT	AMOUNT PAID							
	BAD CHECK REPAYMENT	INDIRECT COST CHARGES	FINES AND PENALTIES	LOAN REPAYMENT INVESTMENT	PETTY CASH FUND	REPLACEMENT THEFTS, SPOILAGE	OTHER	TOTAL
6. NON-ALLOWABLE MEAL COSTS								
TOTALS								
7. ALLOWABLE MEAL COSTS	FOOD	MILK	LABOR	EQUIPMENT	SUPPLIES	REPAIRS SERVICES		TOTAL
A. PAYMENTS OF BILLS INCURRED DURING PREVIOUS SCHOOL YEAR:								
Subtotals								
B. PAYMENTS OF BILLS INCURRED DURING CURRENT SCHOOL YEAR:								
Subtotals								
C. TOTAL EXPENDITURES								
D. UNPAID BILLS INCURRED DURING PREVIOUS SCHOOL YEAR:								
Subtotals								
E. UNPAID BILLS INCURRED DURING CURRENT SCHOOL YEAR:								
Subtotals								
F. TOTAL UNPAID BILLS								
8. SPONSOR'S DIRECT EXPENDITURES: (For Sponsor's Summary Report Only)								
TOTALS								

Sponsor _____ School or Institution _____ Month _____ 19 _____

1. RECEIPTS FOR CURRENT SCHOOL YEAR

	Reimb. Period	Amounts
A. Breakfast		
B. Lunch		
C. Special Milk		
D. State Aid		
E. Rebates: Food		
Other		
F. Sponsor Contributions		
G. Catered (Contract)		
H. Loans		
I. Other		
J. Interest		
K. Transfer of Invested Funds		
2. TOTAL RECEIPTS (Excluding Meal & Milk Payments)		

3. FINANCIAL STATEMENT

- A. Opening Cash Balance _____
- B. Total Receipts (Item 2) + _____
- C. Total Cash Received (Item 37 WVDE-43-10-30S) + _____
- D. Total Cash Available = _____
- E. Non-Allowable Meal Costs (Item 6) _____
- F. Monthly Expenditures (Item 7C) _____
- G. Closing Checking Balance _____
- H. Invested Funds + _____
- I. Total Funds Available _____

4. VALUE OF INVENTORY AT END OF MONTH

- A. Purchased Foods Inventory \$ _____
- B. Milk Inventory \$ _____
- C. Supplies Inventory \$ _____
- D. Government-Donated Foods \$ _____
- E. Non-Cash Donations \$ _____

5. EQUIPMENT DEPRECIATION
Complete Annually on May-June Report

- A. Estimated Value of Equipment on Inventory \$ _____
- B. Less Value of Equipment Purchased With FSEA Funds - \$ _____
- C. Adjusted Value of Equipment Inventory = \$ _____
- D. Annual Depreciation (Item C x .007 x 12) \$ _____

I certify that this report is, to the best of my knowledge, correct. Invoices are on hand to support this report.

Signature _____ Title _____

FORM WVDE 43-10-31
MONTHLY FINANCIAL REPORT
INSTRUCTIONS FOR COMPLETION

Form WVDE 43-10-31 is to be completed by individual schools, sites or institutions which serve school lunch, school breakfast or special milk to students. The monthly financial report is completed by each reporting site at the end of each month during which school meals or special milk are served. Financial reports are submitted to the sponsoring agency (county board of education) in accordance with the time schedule issued by the sponsoring agency. The financial data included in the monthly report must be compiled and consolidated annually for each school and submitted to the sponsoring agency on Form WVDE 43-10-31 within 5 working days after the closing of school. Copies of each monthly report are to be kept on file at each reporting site for a period of 3 years prior to the current year. Financial data from the monthly reports on Form WVDE 43-10-31 are compiled and consolidated annually on WVDE 43-10-32. Copies of the consolidated annual financial report are to be kept on file by the sponsoring agency for a period of 3 years prior to the current year.

FOR EACH ITEM ON FORM WVDE 43-10-31, PREPARE THE FOLLOWING ENTRIES:

<u>SPONSOR</u>	Enter the name of the sponsoring agency. (County Board of Education for public schools, state, city or local sponsoring agency for residential child care institutions. Private schools usually serve as their own sponsor.)
<u>SCHOOL</u>	Enter the name of the school or institution.
<u>DATE</u>	Enter the month and the year covered by this report.
<u>ITEM 1.</u>	Enter all receipts (excluding meal and milk payments) received during the reporting period.
A.	Column 1 - Enter the reimbursement periods covered by any reimbursement payments received. Column 2 - Enter the amount of each school breakfast reimbursement received during the current month.
B.	As indicated for 1A above, enter in the appropriate columns: (1) the payment periods; (2) the amount of each check received for lunch reimbursement payments during the current month.
C.	In the appropriate columns enter: (1) the payment periods; (2) the amount of each check received for milk reimbursement payments during the current month.
D.	In the appropriate columns enter: (1) the payment periods; (2) the total of the current month's receipt of State Aid as distributed by the county board of education to selected schools within the county. Private schools and residential child care institutions make no entries under Item 1D.
E.	Upon occasion, rebates are received by schools that purchase foods which have been prepared using donated foods. In such cases, enter under the appropriate columns: (1) the period covered by the payment; (2) the total amount of the rebate payment received.
F.	When applicable, in the appropriate columns enter: (1) the payment period; (2) the amount of any sponsor contributions received from the county board of education (or the sponsoring agency) during the current month.

- G. If the school or institution has provided catered meal service to another school, institution, group or agency, in the appropriate columns enter: (1) the period covered by the payment; (2) the total payments received from the agency, group, institution or other school that contracted the service. Do not include payments for meals received from individuals.
- H. When applicable, in the appropriate columns enter: (1) the date of payment; (2) the total amount received during the current month in repayment of a loan made to another account or as a receipt of a loan from another account.
- I. Under the appropriate columns, enter: (1) the date received; (2) the total amount of other income received during the current month.

DO NOT INCLUDE ANY CASH PAYMENTS ON FORM WVDE 43-10-30-S

- J. When applicable, in the appropriate columns enter: (1) the date of payment; (2) the total amount received during the current month in payment of interest earned on invested funds.
- K. When applicable, in the appropriate columns enter: (1) the date of transfer; (2) the total amount of invested funds transferred from savings into the food service checking account.
- ITEM 2. Enter the total of Items 1A through 1K, Column 2.
- Item 3. FINANCIAL STATEMENT
- A. Enter the opening cash balance of the school or institution. This should be the same as the closing cash balance reported for the immediate preceding month. Any difference in the opening balance from last month's closing balance must be explained in writing.
- B. Enter the total receipts from Item 2.
- C. Enter the total receipts for meal and milk payments - Item 37 from Form WVDE 43-10-30-S.
- D. Enter the sum of Items 3A, 3B and 3C.
- E. Enter the total expenditures for non-allowable meal costs - Item 6. Totals.
- F. Enter the total monthly expenditures for allowable meal costs - Item 7C.
- G. Enter as the closing checking balance Item 3D minus both Item 3E and 3F.
- H. Enter the total funds invested and earning interest.
- I. Enter the sum of Items 3G and 3H.
- ITEM 4. VALUE OF INVENTORY AT END OF MONTH.
- A. Enter the calculated value of all purchased foods on hand at the end of the reporting period. (Number units multiplied by current price per unit.)
- B. Enter the calculated current value of all milk on hand at the end of the reporting period. (Number 1/2 pints multiplied by average price).
- C. Enter the calculated value of supplies on hand at the end of the reporting period.
- D. Enter the total estimated value of all government-donated foods on hand at the end of the reporting period.
- E. Enter the estimated value of non-cash donations which may have been received during the reporting period.
- ITEM 5. EQUIPMENT DEPRECIATION
- A. Enter the estimated current value of all food service equipment on inventory.
- B. Enter the value of the portion of equipment which was purchased with federal funds. (Include only federal share.)

- C. Subtract Item 5B from Item 5A and enter the adjusted value.
 - D. Multiply the amount in Item 5C by .007 and then by 12 and enter the figure.
- SIGNATURE The signature and title of the person preparing this report must be included.

PAGE 2. Reenter the sponsor, month, year and school or institution name.

ITEM 6. Record all program payments made during the current month for any bill incurred during the month for the itemized non-allowable meal costs. These are items which are not allowable when figuring per meal cost. Enter the payee's name and amount paid in the appropriate column. (Check number is optional). Enter totals in appropriate spaces.

- ITEM 7. Enter payments and unpaid bills incurred for the purchase of items which are allowable meal costs. Columns are provided for:
- . Check number - optional
 - . Name of Payee - indicate to whom check was written
 - . Amount Paid
 - . Food - total amount for food (including payment for the delivery or storage of government-donated foods)
 - . Milk - total amount for milk
 - . Labor - total amount for labor, including employee benefits
 - . Equipment - total amount for equipment costing \$501 or more per unit
 - . Supplies - total amount for supplies and expendable equipment costing \$500 or less per unit
 - . Repairs, Services - total amount for repairs and services
 - . Total - total payment or unpaid bills for each vendor

- A. Enter payments made for bills incurred during the previous school year. Indicate amounts paid in appropriate columns. Subtotal.
 - B. Enter payments made for bills incurred during the current school year. Indicate amounts paid in appropriate columns. Subtotal.
 - C. Enter total payments by columns.
 - D. Enter amounts of unpaid bills incurred during the current school year. Subtotal.
 - E. Enter amounts of unpaid bills incurred during the current school year. Subtotal.
 - F. Enter total unpaid bills by columns.
- ITEM 8. Enter total expenditures by the sponsor on the sponsor's summary report only. Do not include any payments reported on the county's computation of the indirect cost rate.

West Virginia Department of Education
 Charleston, West Virginia 25305

USDA Child Nutrition Programs
 Monthly Claim for Reimbursement

Month _____, 19____

Name and Address of Sponsor _____

	SCHOOL BREAKFAST		SCHOOL LUNCH Column C	SPECIAL MILK Column D	OTHER NON-REIMBURSABLE SERVICE Column E	
	Regular Column A	Severe Need Column B				
1. Number of Schools/Sites Approved						
2. Number Operating Program						
3. Student Enrollment						
4. TOTAL NUMBER SERVED:	MEALS		MILK			
(a) FREE				½ Pints Free		
(b) Reimbursement: Rate						
(c) Claim	\$	\$	\$	\$		
(d) REDUCED						
(e) Reimbursement: Rate						
(f) Claim	\$	\$	\$			
(g) PAID						Other Meals Served:
(h) TOTAL				½ Pints Sold		
(i) Reimbursement: Rate						
(j) Claim	\$	\$	\$	\$		
5. TOTAL AMOUNT DUE PROGRAM	\$	\$	\$	\$		
6. Average Daily Participation					# ½ Pints Extra Milk:	
7. Number Adult Meals				½ Pints Adults		

8. Average Cost Per One-Half Pint Milk Purchased _____
9. Number of Children with Approved Applications on File for Free and/or Reduced Price Meals and Free Milk, Where Applicable Free _____ Reduced _____
10. Number of days in operation _____

I certify that to the best of my knowledge and belief this claim for reimbursement is true and correct in all respects; that records are available to support this claim; that is in accordance with the existing agreement.

Signature _____ Date _____

WEST VIRGINIA DEPARTMENT OF EDUCATION
 Charleston, West Virginia 25305
 CHILD NUTRITION PROGRAMS

REIMBURSEMENT RATES
 SCHOOL YEAR 1986-87
 (Effective July 1, 1986)

<u>TYPE OF MEAL</u>	<u>REIMBURSEMENT RATE</u>
<u>SCHOOL LUNCH</u>	
(a) Section 4 (All Lunches Served) Sponsors serving less than 60% free and reduced lunches, 1983-84	\$.1300
Sponsors serving 60% or more free or reduced price lunches, 1983-84	.1500
(b) Free	1.2250
(c) Reduced Price	.8250
<u>SCHOOL BREAKFAST</u>	
(a) All Breakfasts served	.1025
(b) Free	
Regular Reimbursement	.6050
Severe Need Reimbursement*	.7475
(c) Reduced Price	
Regular Reimbursement	.3050
Severe Need Reimbursement*	.4475
<u>SPECIAL MILK</u>	
(To be served only in schools with no other food service)	
(a) Paid	.0925
(b) Free	Average cost per ½ pint

*Refer to the Policies of Operation Manual, Section B, School Breakfast Program concerning schools eligible for severe need reimbursement.

COUNTY BOARDS OF EDUCATION WITH 60% OR MORE
FREE AND REDUCED PRICE LUNCHES, SCHOOL YEAR 1984-85

Barbour	Gilmer	Monroe	Summers
Braxton	Greenbrier	McDowell	Wayne
Calhoun	Lincoln	Pocahontas	Webster
Clay	Logan	Randolph	Wirt
Doddridge	Mingo	Roane	Wyoming
Fayette			

COUNTY BOARDS OF EDUCATION ELIGIBLE FOR SEVERE NEED RATES
OF REIMBURSEMENT UNDER THE SCHOOL BREAKFAST PROGRAM
(40% or more free and reduced price school lunches served in 1984-85)

Barbour	Hancock	Mingo	Ritchie
Boone	Hardy	Monongalia	Roane
Braxton	Harrison	Monroe	Summers
Brooke	Jackson	Morgan	Taylor
Cabell	Jefferson	McDowell	Tucker
Calhoun	Kanawha	Nicholas	Tyler
Clay	Lewis	Ohio	Upshur
Doddridge	Lincoln	Pendleton	Wayne
Fayette	Logan	Pocahontas	Webster
Gilmer	Marion	Preston	Wetzel
Grant	Marshall	Raleigh	Wirt
Greenbrier	Mason	Randolph	Wyoming
Hampshire	Mercer		

ACCRUED INCOME

EXPENSES DURING REPORTING PERIOD

20. PROGRAM RECEIPTS EARNED IN PERIOD

- A. School Lunch _____
- B. School Breakfast _____
- C. Special Milk _____
- D. State Aid for Cooks' Salaries _____
- E. Sponsor Contributions _____
- F. Interest Income _____
- G. Other Income _____
- H. Total _____

21. CASH RECEIVED FROM SALES DURING PERIOD

- A. Child Pmt. Lunch _____
- B. Child Pmt. Breakfast _____
- C. Child Pmt. Milk _____
- D. Adult Pmt. Lunch _____
- E. Adult Pmt. Breakfast _____
- F. Adult Pmt. Milk _____
- G. Catered and/or Other Pmt. _____
- H. Total _____

22. TOTAL FUNDS EARNED AND RECEIVED

23. SPONSOR'S CLOSING BALANCE

24A. INVESTED FUNDS

24B. VALUE OF ANY NEGOTIABLE SECURITIES

25. FOOD COSTS DURING PERIOD

- A. Opening Food Inventory (Last Annual Report 25D) _____
- B. Total Food Purchases _____
- C. Total Milk Purchases _____
- D. Closing Food Inventory (-) _____
- E. Cost of Special Milk and Extra Milk (-) _____
- F. Adjusted Food Cost _____

26. NONFOOD COSTS DURING PERIOD

- A. Opening Supplies Inven. (Last Annual Report 26C) _____
- B. Total Cost of Nonfood Supplies, Repairs, Rentals, Purchased Services, Bank Services _____
- C. Closing Supplies Inven. (-) _____
- D. Adjusted Nonfood Cost _____

27. DIRECT LABOR COSTS IN PERIOD

- A. Labor Cost: School Fund _____
- B. Labor Cost: County/State Fund _____
- C. Total Labor Cost _____

28. EQUIPMENT DEPRECIATION DURING PERIOD

- A. Est. Value of Equipment on Inventory _____
- B. Amount of FSEA Funds Received on Item 28A (-) _____
- C. Adjusted Value of Equipment Inventory _____
- D. "Item C" × .007 = _____
- E. "Item D" × 12 = Deprec. _____

29. INDIRECT COST EARNED DURING PERIOD

- A. Adjusted Nonfood Cost (26D) _____
- B. Direct Labor Cost (27C) _____
- C. Equipment Depreciation (28E) _____
- D. Total Allowable Costs (Excluding Food) _____
- E. Unrestricted Indirect Cost Rate for the Period (x) _____
- F. Indirect Cost Earned _____

30. TOTAL COSTS IN PERIOD

<p>STATE OFFICE USE ONLY</p> <p>Adjusted Reimbursement Payment for Reporting Period:</p> <p>Review of Net Cash Resources:</p>

I certify that, to the best of my knowledge, this report is true and accurate. Records are on hand to support this financial and production report.

Signed _____ Title _____

Date _____

WEST VIRGINIA DEPARTMENT OF EDUCATION
CHILD NUTRITION DIVISION
Charleston, West Virginia 25305

NET CASH RESOURCES

SUMMARY OF INFORMATION FROM SCHOOLS AND COUNTY
FOOD SERVICE FUNDS

	CASH RESOURCES	CASH PAYABLE
1. Cash on deposit (Checking account balance, NOW accounts, etc.)	_____	
2. Cash on hand (Money received but not yet deposited, petty cash). Money in school accounts and county accounts. (Ex: State Aid or reimbursements not yet distributed.)	_____	
3. Cash receivables (Charged meals not yet paid for, reimbursements earned but not yet received.)	_____	
4. Accrued earnings on investments (interest earned but not yet received).	_____	
5. Stocks, bonds, certificates of deposit, savings accounts, other investments.	_____	
6. Other cash, or near cash (any cash resources not reported above).	_____	
7. Total cash resources.	_____	
8. Cash payable (unpaid bills, encumbered funds, loans to program).		_____
9. Net cash resources (subtract cash payable - item 8 - from cash resources - item 7).		_____
10. Three months' operating costs		_____
_____ + 3 =		_____
Total Cost for previous year		_____

COUNTY _____ DATE _____

SPONSOR _____
(For Private Schools And Residential Child Care Institutions)

PREPARED BY _____

EQUIPMENT RECORD

School District _____	Inventory Number _____
Equipment _____	Energy Source:
Manufacturer _____	Manual _____
Model Number _____	Steam _____
Serial Number _____	Gas _____ Natural _____
Purchased From _____	Butane _____
Address _____	Propane _____
	BTU _____
Date Installed _____	Electric _____ Watts _____
Warranty Information _____	Volts _____
	Amps _____
Equipment Cost \$ _____	Phase _____
Funding Source: Food Service _____	Depreciation Schedule: Page _____
Federal Aid _____	
Other _____	

Location

Service Record

Date	Work Done	By Whom	Charges

Location Verification

Date	Name	Date	Name	Date	Name

ATTACHMENT A-1

DISPOSITION OF HEA EQUIPMENT - PUBLIC SCHOOLS OR CHILD CARE CENTERS

GENERAL POLICY:

When equipment is no longer needed for the program for which it was acquired, the school or child care center can use the equipment in other Federal programs, giving priority to other USDA programs. When there is no need for the property in any federally assisted program, the following procedures apply:

EQUIPMENT CLASSIFICATION	ACQUISITION COST	OPTIONS FOR DISPOSITION	COMPENSATION TO USDA Computed by applying the percentage of Federal participation in the cost of the property to the current fair market value or sales proceeds of the property	COMPENSATION TO SCHOOL OR CENTER Computed by applying the percentage of local participation in the cost of the property to the current fair market value or sales proceeds of the property
EXPENDABLE	a. less than \$300 per unit b. any cost if useful life is less than 1 year	If aggregate fair market value exceeds \$500, retain or sell	YES	YES
NONEXPENDABLE	\$300 - \$500 per unit used at least 4 years	Use as desired; USDA has no interest	NO	Full rights to equipment
NONEXPENDABLE	a. \$300 - \$500 used less than 4 years or, b. \$501 - \$1000 any age	Retain or sell	YES; less disposition costs if sold	YES, plus \$100 or 10% of sales proceeds (if greater) for selling expenses
NONEXPENDABLE	over \$1000 per unit	(1) request USDA instructions (2) If no instructions issued within 120 days, SELL	YES, less disposition costs if sold	YES, plus \$100 or 10% of sales proceeds (if greater) for selling expenses
NONEXPENDABLE "Special Equipment"	Over \$1000 per unit Financed solely with Federal funds	(1) Transfer title to USDA if: -right is reserved in writing -equipment is no-longer needed -disposition instruction issued within 120 days (2) If no instructions are issued within 120 days, SELL	YES - full rights to equipment or proceeds less costs for shipping, storage, and selling.	NO, only: (1) Shipping and interim storage cost; (2) \$100 or 10% of proceeds (if greater) for selling expenses

SECTION H
MONITORING AND AUDITING

Monitoring	H - 1
The Management Evaluation	H - 2
On-Site Visit	H - 3
Corrective Action	H - 4
Assessment Procedure - Free and Reduced Meal Application	H - 5
Assessment Procedure - Meal Components and Quantities	H - 6
Policy Concerning Repayment of Funds to WVDE	H - 7
Auditing	H - 8
AIMS Monitoring	H - 9
AIMS Review	H - 10
AIMS Exit Conference	H - 11
AIMS Second Review	H - 12
West Virginia Standards for Educational Excellence	H - 13
Exhibits	
Management Evaluation	H - 30.1
WVDE 43-30-03-S (On Site Visit)	H - 30.2
Plan of Corrective Action	H - 30.3
WVDE 43-10-13-ME (Noted Exceptions)	H - 30.4
Indicators of Attainment	H - 30.5
Self-Evaluation Check List	H - 30.6

MONITORING

By law, state and local education agencies are responsible for the administration and supervision of child nutrition programs funded under the National School Lunch Act and the Child Nutrition Act. Field personnel of the child nutrition staff of the WVDE monitor and supervise local operations, provide technical assistance and assist with the inservice training of food service personnel.

Coordinators are responsible for monitoring programs in public schools in the 55 counties. The monitoring duties of these representatives are performed through on-site visits to review food program operations and by reviewing reimbursement claims and reports.

Two types of reviews are conducted by field personnel:

1. The Management Evaluation [H - 30.1]
2. The On-Site Visit [H - 30.2]

The SFA is responsible for maintaining a regular schedule of on-site visits to schools to ensure program compliance. In order to adequately monitor all aspects of the program, it is advisable to use an instrument such as the Self Evaluation Checklist [H - 30.6]. This form is also recommended for use by the local school administrator.

THE MANAGEMENT EVALUATION

The Management Evaluation, a comprehensive review, is conducted periodically in participating schools. During a Management Evaluation the following aspects of the program are reviewed:

- . analysis of the meal;
- . menu planning and meal service;
- . free and reduced price meal policies;
- . civil rights compliance;
- . purchasing practices and utilization of USDA donated foods;
- . sanitation and safety;
- . facilities and equipment;
- . participation/production records; and
- . NET activities.

A record of the review is made on the form entitled "Child Nutrition Programs, Management Evaluation" [H - 30.1]. The back of each page of the Management Evaluation form will define the items monitored.

Items which should be available for review at the time of the Management Evaluation:

- . active enrollment;
- . estimated average daily attendance;
- . attendance on date of review;
- . Policies of Operation Manual;
- . previous two months reports (participation and financial) and invoices;
- . check book;
- . deposit slips;
- . previous two months child nutrition program account bank statements;
- . equipment inventory;
- . Policy Statement;
- . applications for free/reduced price meals;
- . master list of students eligible for free/reduced price meals;
- . file of verification procedures and information;
- . enrollment by race;
- . numbers of students eligible for free/reduced price meals by race;
- . documentation of student/parent involvement;
- . production records; and
- . sanitarian's report.

ON-SITE VISIT

The On-Site Visit is a review of one or more particular phases of the program. For example, an on-site visit to a school or SFA may be made to specifically review record keeping systems or menus and meal quality without reviewing the total program operation. A record of this type of review is made on Form WVDE 43-30-01-S entitled Record of On-Site Review [H - 30.2].

CORRECTIVE ACTION

If, during either the management evaluation or the on-site review, a need for corrective action is found, the problem is noted on the Plan of Corrective Action form [H - 30.3]. Response by the administrator is required within ten working days.

If, on the day of the review, the meals served do not meet USDA requirements for meal components and quantities, the entire reimbursement for the date of the visit will be withheld from the current claim for reimbursement.

Errors found during the review of free and reduced price meal applications are listed on the Form WVDE 43-10-13-ME (Noted Exceptions) [H - 30.4] and the current monthly claims for reimbursement will be adjusted to include overpayment or underpayment resulting from improperly claimed meals.

ASSESSMENT PROCEDURE
FREE AND REDUCED MEAL APPLICATION

While checking applications, if errors are found, the WVDE coordinator will allow the school official to make any corrections possible at the time of the review. The remaining applications with errors will be listed on Form WVDE 43-10-13-ME (Free and Reduced Applications with Noted Exceptions) [H - 30.4]. The school official will be given the opportunity to provide proof of the number of meals the student consumed using the date of the application approval, the school calendar, attendance register and/or meal participation roster. Meals to be assessed shall be from the day of application approval to the day before the visit of the WVDE coordinator.

Assessment amount will be calculated using the error code listed below:

- Error Code A Approved free should have been reduced. The difference between free and reduced reimbursement rate is multiplied by the number of meals served.
- Error Code B Approved free should have been ineligible. The free reimbursement rate is multiplied by the number of meals served.
- Error Code C Approved reduced should have been free. No assessment.
- Error Code D Approved reduced should have been ineligible. The reduced reimbursement rate is multiplied by the number of meals served.
- Error Code E Denied should have been free. No assessment.
- Error Code F Denied should have been reduced. No assessment.
- Error Code G Insufficient data. Based on the checked approval, either free or reduced, the assessment is figured as in B and D.

Copies of the Form WVDE 43-10-13-ME will be left with the Management Evaluation and Corrective Action form. The school is allowed ten working days to complete or correct the application before assessment is made.

ASSESSMENT PROCEDURE
MEAL COMPONENTS AND QUANTITIES

The WVDE coordinator will determine if the meal served on the day of the review contains the components and quantities to meet meal pattern requirements. If the components and/or quantities are inadequate to meet USDA requirements, assessment will be made for all reimbursement for that day's meal. If the school has a choice of menus and only one menu is inadequate in components and/or quantities, then only the section 4 (paying students) reimbursement can be assessed, since it is impossible to determine how many free and reduced price meal students chose that menu.

POLICY CONCERNING REPAYMENT OF FUNDS TO WVDE

There are several situations that arise which require an SFA or school to repay funds to WVDE. The following clarifies policy and methods for repayment.

1. When the situation requiring repayment occurs during the current federal fiscal year (October 1 to September 30), the amount owed should be deducted from the following month's claim.

For example: An error on October claim (WVDE 43-10-30) [G - 30.5] results in an overclaim of \$30.00. This amount should be deducted from the November claim for reimbursement and a note of explanation included.

2. If the situation requiring overpayment occurs during the previous federal fiscal year, the amount must be repaid by check to WVDE within 60 days of the finding.

For example: If the error had been on the September claim, a check for \$30.00 must be written to WVDE.

3. There are also situations which require both methods of repayment.

For example: During a review in December an error in application approval is found. The overclaim for meals claimed for ineligible children during September would be repaid by check (written to WVDE) while meals incorrectly claimed in October, November and December would be deducted from the claim for reimbursement for December.

4. All monies owed to WVDE must be repaid within 60 days of notification of the debt. After the 60 day period, SFA reimbursement will be delayed until the funds are received.

AUDITING

In West Virginia, state law requires an annual audit of SFAs. The law states that such fiscal audits shall be conducted by the WV State Tax Commission. In addition, all SFAs must certify that annual audits of the accounts of each school have been performed by an auditor, certified public accountant or a qualified person employed by the SFA.

The audit of all fiscal accounts will be conducted by auditors from the WV State Tax Commission. In order to meet the program audit requirements as set forth in the USDA Audit Guide for school programs, the WV State Tax Commission Office will, upon the completion of the audit of the fiscal accounts, appoint a private auditor or certified public accountant to conduct a program audit for the child nutrition program funds. The WV State Tax Commission will encourage the private firms, which it has appointed, to complete the child nutrition program audit to utilize, wherever possible, data gathered by the WV State Tax Commission staff. Each SFA will be charged by the private auditing firm for the child nutrition program portion of the audit. The SFA will be charged a per diem fee and expenses by the WV State Tax Commission for the commission's fiscal portion of the audit.

The findings or recommendations concerning the child nutrition program audits must be reviewed immediately by the WVDE. Notice of audit findings and recommendations shall be forwarded to the SFA within ten days. WVDE shall work toward resolution of the findings within 90 days.

AIMS MONITORING

In 1978, the USDA Inspector General expressed to the USDA Assistant Secretary for Food and Consumer Services, a concern that deficiencies fundamental to the operation of the FNS programs had been found to continually occur in program entities audited by the Office of Audit, USDA. Several deficiencies that had been repeatedly encountered in child nutrition programs were:

- . overstated meal counts;
- . meals claimed for free/reduced price reimbursement not supported by approval applications; and/or
- . meals not meeting USDA meal requirements.

These uncorrected deficiencies had generated large dollar losses to the USDA according to the Inspector General. Consequently an appropriation was earmarked "for activities including audits, to identify and take any needed corrective action concerning administrative problems in the school feeding programs - such as non-compliance with meal standards or eligibility criteria and the submission of reimbursement claims which exceed actual meal costs".

The USDA proposed an Assessment, Improvement and Monitoring System (AIMS) to be implemented within the state agencies to assist them in identifying operational and management problems in the administration of child nutrition programs and to take corrective action when needed. The AIMS monitoring in West Virginia has been scheduled concurrently with the West Virginia Standards of Educational Excellence On-Site Reviews.

The objectives of AIMS are:

- . to analyze current school lunch program management by state agencies;
- . to foster improvements in program management by states;
- . to monitor effectively the use of USDA funds; and
- . to protect the nutritional integrity of meals served.

AIMS requires each state to monitor its child nutrition programs on a four year cycle. States are required to identify problems in the management of child nutrition programs by SFAs and to initiate corrective action in order to comply with four performance standards.

AIMS REVIEW

The four performance standards are designed to address the major problems of accountability and nutritional integrity facing the child nutrition programs as identified by existing management and monitoring tools available to USDA.

Performance Standards

1. Within the SFA, each student's application for free and reduced price meals is correctly approved or denied in accordance with the application provisions:
 - . total household income;
 - . names of all household members;
 - . social security number of all adult household members or an indication that a household member does not possess one; and
 - . signature of an adult member of the household.

2. The number of free/reduced price meals claimed for reimbursement by each school for any review period are, in each case, less than or equal to the number of students in that school correctly approved for free and reduced price meals, respectively, for the review period times the days of operation for the review period.

3. The system for counting and recording meal totals for paid, free and reduced meals claimed for reimbursement at both the SFA and school level yields correct claims.

4. Meals claimed for reimbursement within the SFA contain food components (and quantities) as required by regulations.

Review Process

Reviewers check each application (WVDE 43-10-20) for accuracy.

If 10% or more of free/reduced applications in SFA are incorrectly approved or denied, then corrective action is required.

No second review.

Master lists are compared with correct applications on file. WVDE 43-10-30-S [G - 30.1] reviewed.

If a specified number of schools reviewed are claiming more free or reduced price meals than the correctly and currently approved applications on file, then a second review occurs.

On-site observations of school's counting and recording systems are made.

If a specific number of schools incorrectly counted and/or recorded lunches claimed for reimbursement, then a second review occurs.

If the SFA claim for reimbursement has been incorrectly consolidated which overclaims meals, then fiscal action takes place.

On-site observations of meal prepared and review of past menus and production records are made.

If 10% or more of total meals observed in SFA are missing one or more components then corrective action required.

AIMS EXIT CONFERENCE

Following an AIMS review, WVDE representatives will conduct an exit conference with officials of the SFA to:

- . discuss deficiencies observed;
- . describe the extent of the deficiencies; and
- . outline corrective action needed (this must include, if necessary, amending the claims for reimbursement for the period reviewed).

When error tolerances are exceeded, a discussion of a formal corrective action plan takes place. After each AIMS review, the WVDE must submit written notification to the SFA superintendent informing this person of the findings and of corrective action needed, if any. The WVDE is to provide SFAs a clear understanding of all performance standards and the SFA must document all corrective action.

Formal corrective action plans must include:

- . corrective action needed (amendment of claims for reimbursement for the review period);
- . time frame for completion; and
- . signature of SFA representative.

The WVDE must:

- . assist the SFA in the development of the corrective action plan; and
- . approve and sign the plan within 60 days of the next conference.

When it is necessary for the WVDE to assess and recover money from overclaims on meals/milk served, the sponsor is required to adjust SFA records by submitting a revised report on Form WVDE 43-10-30 [G - 30.5] for the month in which the overclaim occurred. The repayment to the WVDE is to be made by check.

AIMS SECOND REVIEW

SFAs found to exceed error tolerances for Performance Standards 2 and 3 must have second reviews. The first and second reviews are to be conducted within the same school year, if possible. However, second reviews shall be completed no later than December 31 of the year following the year of the first review.

The WVDE must assess and recover funds on newly discovered or continuing performance standard deficiencies whether they exceed tolerance levels or not. Corrective action plans must be amended or extended if any performance standard tolerances are exceeded on second reviews.

WEST VIRGINIA STANDARDS FOR EDUCATIONAL EXCELLENCE

In compliance with 18-9A-22 of the West Virginia Code of the West Virginia Board of Education 2320, SFAs develop and submit to the WVDE a County Plan for Educational Excellence. The plan includes an assessment of the SFA's compliance with standards for educational quality as measured by the indicators of attainment (West Virginia Board of Education Policy 2321) and specific plans to comply with standards not currently met. Standards which apply specifically to child nutrition programs are included [H - 30.5].

Each SFA, through its superintendent and staff, will conduct county-wide assessments to determine local needs and priorities upon which the county plan for educational excellence will be based. These assessments will determine compliance with the standards for educational quality and also will be used to establish local needs and priorities above the minimum standards.

WEST VIRGINIA DEPARTMENT OF EDUCATION
 CHARLESTON, WEST VIRGINIA 25305
 CHILD NUTRITION PROGRAMS
 MANAGEMENT EVALUATION

Name of School/Institution _____

Address _____

Sponsor's Name _____

Sponsor's Address _____

Type of license _____

Expiration date _____

Approved capacity _____

Approved Age Range _____

*Is current license posted Yes _____ No _____

Date _____

Active Enrollment _____

Estimated Average Daily Attendance _____

Food Preparation: _____

On Site _____ Satellite _____

Vended _____ In Cottages _____

Persons Interviewed and Titles: _____

Follow-up Date: _____

MEAL	ADP CHILDREN			TOTAL	%STUDENT	ADP
	FREE	RED.	PAID		PARTICIPATION	ADULT
BREAKFAST						
LUNCH/SUPPER						
MILK						
SUPPLEMENT						

A. POLICIES OF OPERATION MANUAL

YES NO

1. _____ Policies of Operation Manual up to date

B. RECORD KEEPING PROCEDURES

1. PARTICIPATION FIGURES (BREAKFAST)

- *a. _____ Obtained from accurate point of service count
- *b. _____ Do not exceed number of active applications for free/reduced meals Person Responsible
- *c. _____ Correspond to consolidated WVDE 43-10-30S (or 43-30-30)
- *d. _____ A la carte items properly accounted for

2. PARTICIPATION FIGURES (LUNCH/SUPPER)

- *a. _____ Obtained from accurate point of service count
- *b. _____ Do not exceed number of active applications approved for free/reduced meals Person Responsible
- *c. _____ Correspond to consolidated WVDE 43-10-30S (or 43-30-30)

3. PARTICIPATION FIGURES (SUPPLEMENT)

- *a. _____ Obtained from accurate point of service count
- *b. _____ Do not exceed number of active applications approved for free/reduced meals Person Responsible
- *c. _____ Correspond to consolidated WVDE 43-30-30

4. FINANCIAL MANAGEMENT (INCOME)

- *a. _____ Income documented and reported on date received
- *b. _____ Funds protected from loss Person Responsible
- *c. _____ Interest on invested funds deposited to food service account
- *d. _____ Income properly categorized on WVDE 43-10-31 (or 43-30-31)

5. FINANCIAL MANAGEMENT (DISBURSEMENTS)

- *a. _____ Checks supported by itemized and signed invoices
- *b. _____ Purchases utilized by food service program Person Responsible
- *c. _____ Expenditures correspond to information reported on WVDE 43-10-31 (or 43-30-31)
- *d. _____ Invoices on file for three years _____ School _____ Sponsor
- *f. _____ Monthly reports on file for three years _____ School _____ Sponsor
- *g. _____ Food service account reconciled with periodic bank statement

*Negative response requires corrective action

C. FREE AND REDUCED PRICE MEAL POLICIES, CIVIL RIGHTS AND HANDICAPPED

YES NO

1. _____ Policy Statement up to date

2. ANONYMITY PROTECTED IN:

- *a. _____ Collection and serving procedures (Breakfast)
- *b. _____ Collection and serving procedures (Lunch)

3. APPLICATIONS FOR FREE/REDUCED PRICE MEALS

- *a. _____ Distributed to every child in school:
Letter to parent _____ Application _____
- *b. _____ Complete for every child for whom free/reduced meals are claimed
- *c. _____ Approved within guidelines
- *d. _____ Filed by approved category
- *e. _____ On File for three years
- *f. _____ Periodically reviewed for temporary status

Person Responsible

4. MASTER LIST

- *a. _____ Listed by approved category
Active free _____ Temporary free _____ Active reduced _____
Temporary reduced _____ Inactive _____ Denied _____
- *b. _____ Updated with additions and deletions
- *c. _____ Corresponds with filing order of applications
- *d. _____ On file for three years

Person Responsible

5. COMPLIANCE WITH STATEWIDE VERIFICATION PROCEDURES

- a. _____ Date of sample selection
- b. _____ Number students verified
- c. _____ Current acceptable verification documents on file
- d. _____ Completion on assigned date

Person Responsible

6. DATA BY RACE	American Indian or Alaskan	Asian or Pacific Islander	Black (not Hispanic)	Hispanic	White (not Hispanic)	TOTAL
ENROLLED						
APPLICATIONS APPROVED FREE						
APPLICATIONS APPROVED REDUCED						
APPLICATIONS DENIED						

If no minorities are enrolled, what is the percent minority population in the area? _____ %

7. COMPLIANCE WITH CIVIL RIGHTS AND HANDICAPPED REGULATIONS:

- a. _____ Nondiscrimination poster is displayed
- b. _____ Letters to parents or guardians of participants contain the nondiscrimination statement and the procedures for filing a complaint
- *c. _____ Approval of applications for free and reduced price meals
- *d. _____ Verification procedure
- *e. _____ Assignment of dining areas, serving lines and eating periods
- *f. _____ Special meals are provided to children with dietary or health problems
- *g. _____ Physician's statements are on file for children requiring special meals
- *h. _____ Services and facilities are accessible to all persons without regard to race, creed, color, national origin, sex, age, or handicap

D. SALE OF COMPETITIVE FOODS

- *1. _____ Sale of "non-nutritious foods" prohibited
- *2. _____ "Competitive" / other food sales prohibited in the school lunchroom during meal periods
- *3. _____ Money from milk sales is deposited in the food services account

*Negative response requires corrective action

E. FOOD SERVICE PERSONNEL

1. ___ ___ Participated in State sponsored NET Training
- YES NO
- TYPE NUMBER
- a. CTP ___
- b. College ___
- c. Pre-service ___
- d. In-service ___
- e. CCFP (Annual Training) ___
- f. Other ___
2. ___ ___ Observable evidence training utilized

Personnel Report

Classification	NUMBER	HOURS
Cafeteria Manager		
Cook III		
Cook II		
Cook I		
Other		
TOTAL		

Meals/Hour Production: ___ /HR

F. MEAL PLANNING AND PRODUCTION

1. MEAL PLANNING

- a. ___ ___ Menus are planned and recorded in advance
- b. ___ ___ Menus are posted and published
- c. ___ ___ Work area provided for meal planning, etc.

Person Responsible _____

2. REVIEW OF PRODUCTION RECORDS FOR MONTH OF _____ INDICATES:

- *a. ___ ___ Current
- *b. ___ ___ On file for three years
- *c. ___ ___ Meals met component requirements
- d. ___ ___ Nutrients included as recommended
- e. ___ ___ Serving sizes listed
- f. ___ ___ Leftovers accounted for
- g. ___ ___ All foods recorded in proper categories
- h. ___ ___ Recommendations met concerning variety of:
- Meat/meat alternate
- i. ___ ___ Main dish
- Vegetable/fruit
- k. ___ ___ Meals met quantity requirements
- l. ___ ___ Sound production practices evident
- m. ___ ___ Participation data corresponds to report figures (WVDE 43-10-30S)
- n. ___ ___ All adult meals reported (including cooks)

G. PURCHASING PRACTICES/USE OF USDA FOODS

1. ___ ___ Sound purchasing practices are evident
2. ___ ___ Individual purchases from vendors are prohibited
- *3. ___ ___ Product analysis sheet on file for prepared food items
4. ___ ___ Current inventory records maintained: ___ donated foods
 ___ purchased foods ___ supplies
5. ___ ___ USDA foods are utilized to the best advantage
6. ___ ___ USDA foods are properly receipted and accounted for
7. ___ ___ USDA foods are on hand for less than one year
8. ___ ___ The county/sponsor has a written procurement plan

Person Responsible _____

H. NUTRITION AND NUTRITION EDUCATION POLICIES

1. ___ ___ Nutrition activities conducted
2. ___ ___ Teachers trained through NET (refer to NET evaluation answer is yes)
3. ___ ___ Compliance with regulations on student and parent involvement

*Negative response requires corrective action

Signature of Reviewer _____

WEST VIRGINIA DEPARTMENT OF EDUCATION
 CHARLESTON, WEST VIRGINIA 25305
 CHILD NUTRITION PROGRAMS
 MANAGEMENT EVALUATION ADDENDUM:
 MEAL ANALYSIS

MEALS SERVED	
Students	_____
Adults	_____
Others	_____
Total	_____
Attendance Today	_____

School/Institution _____
 DATE: _____

I. MEAL ANALYSIS (Circle one) BREAKFAST LUNCH SUPPER SUPPLEMENT (a.m., p.m.)

MENU	SERVING SIZE	FOODS USED	QUANTITY USED	NUMBER SERVINGS PREPARED	NUMBER SERVINGS USED	AMOUNT LEFTOVER	AMOUNT DEFICIENT
Meat or Meat Alternate							
Vegetables & Fruits							
Bread or Alternate							
Milk as a Beverage							
Other Foods							

YES NO

- *1. _____ Meal meets contract requirements
- *2. _____ Meal is served as a unit
- 3. _____ Offer vs. Serve _____ Elementary _____ Secondary
- 4. _____ Portions are adjusted to meet student needs
- 5. _____ Platewaste is not excessive
- 6. _____ Choices of meal served offered. Types:
 - a. _____
 - b. _____
 - c. _____
- 8. Food is:
 - a. _____ Well prepared
 - b. _____ Tasty
 - c. _____ Attractively served
 - d. _____ Proper temperature
- 9. Moderate use of:
 - a. _____ Salt
 - b. _____ Sugar
 - c. _____ Fats
- 10. _____ Proper silverware, dishes and paper goods provided
- *11. Food service is:
 - a. _____ Efficient
 - b. _____ Sanitary, clean, orderly
- *12. _____ Adequate time provided for meal
- 13. _____ Pleasant meal time atmosphere
- 14. _____ Students are properly supervised
- *15. _____ The % of student meal participation is average or above

*Negative response requires corrective action

Signature of Reviewer _____

WEST VIRGINIA DEPARTMENT OF EDUCATION
 CHARLESTON, WEST VIRGINIA 25305
 CHILD NUTRITION PROGRAMS
 MANAGEMENT EVALUATION ADDENDUM:
 FACILITIES AND EQUIPMENT

_____ SCHOOL _____

J. FACILITIES AND EQUIPMENT

1. SANITATION

	YES	NO		Date of last visit _____
				Score _____
				Nature of findings _____
a.	_____	_____	Sanitation's report is available	_____
b.	_____	_____	Program facilities are off limits to unauthorized personnel	_____
c.	_____	_____	Workers are wearing uniforms and hairnets	_____
d.	_____	_____	Student help is properly attired	_____
e.	_____	_____	Student help is properly supervised	_____
f.	_____	_____	Proper dishwashing procedures are followed	_____

2. STORAGE (SEE USDA GUIDE PA403)

a.	_____	_____	Adequate in size
b.	_____	_____	Suitable for intended purpose
c.	_____	_____	Proper temperature
d.	_____	_____	Proper ventilation
*e.	_____	_____	Protected from pilferage
*f.	_____	_____	Food is stored off the floor
*g.	_____	_____	Satisfactory arrangement of food and supplies
h.	_____	_____	Adequate shelving
i.	_____	_____	Adequate refrigeration and freezing equipment
j.	_____	_____	Only program items in storage areas
k.	_____	_____	Accessible to kitchen
*l.	_____	_____	Pest and rodent control

3. KITCHEN AREA

a.	_____	_____	Adequate in size
b.	_____	_____	Suitable for intended purpose
c.	_____	_____	Adequate equipment for food service needs
d.	_____	_____	Maximum utilization of equipment
e.	_____	_____	Equipment properly maintained
*f.	_____	_____	Area clean and orderly

4. DINING AREA

a.	_____	_____	Adequate in size
b.	_____	_____	Suitable for intended purpose
c.	_____	_____	Adequate equipment
d.	_____	_____	Attractive decor
e.	_____	_____	Display of nutrition education materials
*f.	_____	_____	Area clean and orderly

5. EQUIPMENT INVENTORY

a.	_____	_____	On file _____ School _____ Sponsor _____
b.	_____	_____	Shown receipt
c.	_____	_____	Up to date
d.	_____	_____	Total value corresponds to county inventory

6. EQUIPMENT PURCHASED WITH FOOD SERVICE ASSISTANCE FUNDS

a.	_____	_____	FSEA equipment still in use for preparation of service of children's meals
b.	_____	_____	Manufacturer's serial numbers correspond to state inventory
c.	_____	_____	Equipment is in good repair

*Negative response requires correction action.

_____ Signature of Reviewer

WEST VIRGINIA DEPARTMENT OF EDUCATION
Charleston, West Virginia 25305
CHILD NUTRITION PROGRAMS
RECORD OF ON-SITE VISIT

(County Board of Education or Sponsoring Agency)

(Name of School, Center, Institution, Home, Camp or Program)

(Address of School, Center, Institution, Home, Camp or Program)

(Name and Title of Person(s) Contacted)

INITIAL PURPOSE OF VISIT:

- OUTREACH
- NEW PROGRAM
- PRE-APPROVAL
- REQUEST
- NET
- TECHNICAL ASSISTANCE
- MONITORING

AREA(S) CHECKED DURING VISIT: (Check One or More)

- Meal Quality
- Meal Service
- Free & Reduced Price Meals
- Records & Reports
- Sanitation & Safety
- Other (Designate)
- Nutrition Education
- Personnel Training
- Competitive Foods
- Meal Requirements
- Equipment & Facilities

COMMENTS: (Based Upon a General Overview of the Area(s) Designated Above -- NOT a Detailed Analysis or Evaluation)

RECOMMENDATIONS: (Indication of Needed Emphasis, Based Upon a General Overview)

(Signature)

(Date of Visit)

FOOD SERVICES

To determine compliance with the standard, circle the most appropriate assessment of the county's level of compliance with each indicator based on the following scale:

- 1 = Complied with as stated
- 2 = Complied with through alternative means (Explain)
- 3 = Not fully met; however, a reasonable plan of action exists through which the indicator will be attained within one year
- 4 = Not in compliance and no plan of action exists through which the indicator will be met within one year

5. The county board of education shall provide food services designed to meet the nutritional needs of students.

5.1 Food service programs meet applicable state and federal nutrition standards.

- a. All schools participating in federally supported school breakfasts and/or lunch programs have approved applications on file with the county board of education.
- b. Meals served under federally supported food service programs contain components and quantities which meet or exceed state standards and applicable federal regulations.
- c. A nutritious breakfast is made available to all students except when a waiver has been granted the school by the state superintendent of schools.

5.2 Foods available for sale to students during the school day comply with established state standards of nutritional quality.

- a. Candy, soft drinks, chewing gum or flavored ice bars are not offered for sale to students during the school day.
- b. No foods other than school breakfast/lunch, milk or juice are sold in the school lunchroom or dining areas during the meal periods.

Needs Assessment Beyond Compliance With The Standards

Checking compliance with indicators is a required part of a needs assessment. Beyond completing a checklist for compliance with indicators, there are a number of optional activities that might be conducted. The following could be components of a county-wide assessment program:

The Assessment and Improvement Monitoring System (AIMS) could be a component of a needs assessment.

SELF-EVALUATION CHECKLIST
for Sponsors of Child Nutrition Programs

Name of School _____
Review Date _____
Reviewer _____

Yes No

- | | | |
|-------|-------|---|
| | | 1. Review the Policy Statement for Provision of Free and Reduced Priced Meals. |
| _____ | _____ | a. Is it current? |
| _____ | _____ | b. Has it been approved by the State Agency? |
| _____ | _____ | c. Does it contain all attachments? |
| _____ | _____ | d. Does the identified collection method accurately describe the method used at this school? |
| | | 2. Review the applications for free and reduced price meals. |
| _____ | _____ | a. Are all applications current? |
| _____ | _____ | b. Have they been completed with all necessary information? |
| _____ | _____ | c. Have all applications been correctly approved/signed within the eligibility guidelines? |
| _____ | _____ | d. Are the applications filed by approved category? |
| _____ | _____ | e. Does the master (or working) list of eligible students correspond to all current, correctly approved applications.? |
| _____ | _____ | f. Is there notation of a periodic review of all applications on temporary approval status? |
| _____ | _____ | g. Has the verification process been completed for the required number of applications? |
| _____ | _____ | h. If not complete, are verification activities on schedule to date? |
| _____ | _____ | i. Is acceptable documentation on file for each step of the verification process? |
| | | 3. Review the production records for breakfasts served. |
| _____ | _____ | a. Do <u>all</u> menus contain the 3 required components? |
| _____ | _____ | b. Do the records show that production was sufficient to serve each student the required quantity of the bread/cereal component each day? |
| _____ | _____ | c. Do the records show that production was sufficient to serve each student the required quantity of the fruit/vegetable component each day? |
| _____ | _____ | d. Do the records show that the required quantity of milk was used each day? |
| _____ | _____ | e. If pre-portion, single service, or manufactured items are used, is documentation available on each item to identify its contribution to the meal pattern requirements? |
| | | 4. Review the production records for lunches served. |
| _____ | _____ | a. Do <u>all</u> menus contain the 4 required components (5 required food items)? |
| _____ | _____ | b. Do the records show that planned portion sizes (and/or production) would be sufficient to comply with the meat/meat alternate quantity requirements each day? |
| _____ | _____ | c. Do the records show that planned portion sizes (and/or production) would be sufficient to comply with the fruit/vegetable quantity requirements each day? |

- _____ d. Do the records show that planned portion sizes (and/or production) would be sufficient to comply with the bread/bread alternate quantity requirements each day?
- _____ e. Do the records show that daily milk service was in compliance with regulations on type and quantity of milk available?
- _____ f. If pre-portioned, manufactured, or convenience items are used, is documentation available on each item to identify its contribution to the meal pattern requirements?

- 5. Review the bus schedules (including numbers of children), the schedules for organized class activities, and the meal service schedules.
 - _____ a. Do all students have the opportunity to eat breakfast with a minimum of 10 minutes after being served?
 - _____ b. Do all students have the opportunity to eat lunch with a minimum of 20 minutes after being served?
 - _____ c. Is there a minimum of 3 hours between breakfast and lunch service for each group of students?

- 6. Observe breakfast service.
 - _____ a. Is there a method being used to obtain an accurate point-of service count by category of breakfasts served?
 - _____ b. Does each student receive the complete meal?
 - _____ c. Does each student have a minimum of 10 minutes to eat before the first bell?

- 7. Observe lunch service.
 - _____ a. Is there a method being used to obtain an accurate point-of service count by category of lunches served?
 - _____ b. Does each student receive a reimbursable meal in compliance with requirement's on meal components, portion sizes and offer vs. serve regulations?
 - _____ c. Does each student have a minimum of 20 minutes eating time after being served?

- 8. Observe all areas of the school where drinks, snacks or any other foods are being sold.
 - _____ a. Is the complete breakfast, the school lunch or extra milk the only food service available in the dining area(s) during the scheduled meal period(s)?
 - _____ b. Are all foods and/or drinks available to students in compliance with the WV competitive foods mandate?
 - _____ c. For all questionable food items, is there adequate documentation available to identify the percent (by weight) of total sugars/ sweeteners?
 - _____ d. For all questionable drink items, is there adequate documentation available to identify the percentage content of full-strength juice?

- 9. Observe the kitchen, storage and dining facilities.
 - _____ a. Is all equipment operable and in good repair?
 - _____ b. Are all areas free from observable safety hazards?
 - _____ c. Are all areas free from observable health hazards?

SECTION J
FOOD SERVICE POLICIES

Meal Service	J - 1
Meal Service for the Handicapped	J - 2
Meal Service for Detention Hall Students	J - 3
Meal Service for Senior Citizens	J - 4
Emergency Feeding	J - 5
Charging Meals	J - 6
Lost, Stolen and Misused Tickets	J - 7
Use of Foods, Supplies and Equipment	J - 8
Safety and Sanitation	J - 9
Sale of Nutritious Foods	J - 10
Sale of Non-Nutritious Foods	J - 11
Definitions	J - 12
Guideline for Product Selection	J - 13
Meals for Secondary Students Attending Colleges	J - 14

MEAL SERVICE

Not less than three hours nor more than four and one-half hours should elapse between the service of the school breakfast and the school lunch. A minimum of ten minutes of eating time (after going through the serving line) is to be provided for the school breakfast and a minimum of twenty minutes eating time (after going through the serving line) for the school lunch.

All foods available at the meal period should be a part of the menu and be included in the regular meal price. If food is available, second servings may be offered at no charge after the student has eaten the major portion of the meal.

Adults shall be served the same menu served to students in portions not to exceed that of secondary students. No special foods shall be prepared for adults. All adults shall be served in front of the regular serving counter. Adults shall not remove food from students trays for the consumption of any other person.

If "super-meals" or choice of milk (i.e. milk shakes) are offered, the student who is eligible for free meals must be offered the same service as the paying student at no cost and the student eligible for reduced price meals must be offered the same service at no additional cost.

MEAL SERVICE FOR THE HANDICAPPED

Meals must be provided for the handicapped at no additional charge or free or reduced to those with approved free and/or reduced price applications on file. Special equipment for preparation and utensils for eating are allowable costs.

DISCIPLINARY PRACTICES AND MEAL SERVICE

In no case shall a student be denied a meal or part of a meal or served a different type of meal as a means of discipline or as a result of discipline for violation of school policies.

In schools where offer versus serve is practiced or where choices of menus or menu items are offered, the student being disciplined and/or the student in detention hall must have the identical type meal service available to other students.

MEAL SERVICE FOR SENIOR CITIZENS

Schools are encouraged to initiate programs to provide meals for senior citizens. Payment of the adult meal rate must be made either by the individual receiving the meal or by partial or no payment by the recipient with the remainder paid by another agency.

EMERGENCY FEEDING

If school food service facilities are utilized in emergency situations, supplies and foods on hand (both purchased and donated) may be used for emergency feeding. Accurate inventory records must be maintained and replacement or repayment must be requested from the appropriate disaster relief agency.

CHARGING MEALS

In most situations, particularly in the case of elementary and middle schools, there should be some provision for charging meals and/or milk on an emergency short-term basis. The practice of charging meals over long periods of time in lieu of making application for free or reduced price meal service should be avoided. Schools may develop systems for billing families on a regular basis. However, schools are not required to provide meals or milk indefinitely when payment has not been made in the time determined to be reasonable by the local school officials. Schools are encouraged to obtain completed free and/or reduced price meal applications when financial need is obvious.

LOST, STOLEN AND MISUSED TICKETS

Local school officials should develop procedures to handle the problem of lost, stolen and/or misused tickets and should initiate appropriate corrective measures. These officials should distinguish between genuine cases of lost or stolen tickets from willfully fraudulent "sold ticket/misuse" situations, and take appropriate action. This may include, when necessary, the same disciplinary measures that would be used in resolving any other infraction of school standards and rules of conduct.

The decision to replace a ticket belongs to the school regardless of the circumstances. The "lost" or "stolen" ticket may be replaced or the school may choose one of several options. The options may include accompanying or monitoring all students who report lost or stolen tickets - needy and non-needy - through the food service line; providing a list of those students' names to the cashier; or any locally developed measure that complies with the legislated boundaries. Regardless of which option is chosen, the eligible needy student must be provided with the free or reduced price meal.

Schools may also initiate a procedure which would sanction an ineligible student for attempting to use a ticket to obtain a meal when that ticket was lost, stolen or when it was determined that the ticket was otherwise obtained by fraud. In developing corrective measures, schools need only ensure that free and reduced price recipients not be overtly identified and that they not be charged for any replacement ticket.

USE OF FOODS, SUPPLIES AND EQUIPMENT

Left-over foods, USDA donated foods or purchased foods shall not be sold, traded or given away, except as used in regular meal service. No foods, including left-overs, shall be removed from the school food service area by food service personnel either for their own use or for the use of others, except for school sponsored activities.

All equipment and supplies shall be properly inventoried and shall not be removed from the school food service area without appropriate authorization. Records must be maintained verifying the date a piece of equipment was loaned from the food service department, the date returned, the principal's signature and the name of the borrower.

It is recommended that individuals not make purchases from vendors in the schools. If such purchases are made, items delivered may not be stored in the food service equipment. It is also recommended that no personal items be stored in food service equipment or storage areas.

Food for outside functions (not school sponsored) shall not be prepared in the kitchen during the regular work day. School food service facilities may be used by school or community groups for food service when authorized by the school administrator. At least one school food service employee shall be in charge to ensure control over the child nutrition program foods and for proper use and care of equipment and facilities. Wages for the school food service personnel shall be paid by the organization using the facilities in accordance with current wage and hour regulations and SFA policy.

SAFETY AND SANITATION

To avoid health and safety hazards, only authorized school food service personnel shall be allowed in the food preparation and serving areas. Use of tobacco shall not be permitted in the school food preparation and service areas.

It is recommended that food service personnel wear clean uniforms. Approved hair restraints are required.

Students working in the food service area must wear hair restraints and a smock or full apron. These garments shall be stored in the food service area and shall be laundered as needed.

To ensure that foods are served at proper temperatures, plates or trays should be filled only as the students pass through the line. In schools, family style is not permitted for students and/or adults.

SALE OF NUTRITIOUS FOODS

When schools sell nutritious food items during the school day, West Virginia Board of Education regulations specify that no food other than the school lunch, breakfast and milk shall be served in the lunchroom during the meal period.

Milk may be sold to a student at any time during the meal period. Proceeds from milk sold in the lunchroom at the time of meal service must be deposited to the child nutrition account.

SALE OF NON-NUTRITIOUS FOODS

The West Virginia Board of Education has adopted a resolution which prohibits the sale of candy, soft drinks, chewing gum and flavored ice bars in all public schools, including vocational schools, during the school day. The school day is defined as the period of time between the scheduled arrival of the first child at school and until the departure of the last curricular bus.

According to the state board regulation, any food product commonly referred to as "candy" may not be sold in the schools during the school day. All foods and beverages sold during the school day must meet the WVDE's guidelines. Items of questionable nutritional content, or confections which are commonly called "candy" may be sold only if certification is on file at the school, based upon laboratory analysis of the specific item, that the food or beverage does not fall under the WVDE's definition of candy, soft drinks, chewing gum or flavored ice bar. Refer to guidelines for product selection.

This state board regulation must not be confused with a more recent one passed by the USDA since the guidelines adopted by the WVDE are more restrictive and supercede those of USDA. Schools shall be guided by definitions contained herein rather than information furnished by salesmen.

Foods served at school parties or sold at school bake sales should contain no more than 40 percent sugar and/or other sweetening agents.

DEFINITIONS

The WVDE, in a letter to county superintendents dated August 6, 1976, issued official definitions of these four food and beverage items.

1. Candy is defined as any food which, as served in its finished form, contains, by weight, 40 percent or more sugar (in crystalline form or in solution as syrup, both monosaccharides and disaccharides) and/or other sweetening agents, or any food product commonly referred to as "candy".
2. Soft drinks as defined in Section 1, Article 19, Chapter 11 of the Code of West Virginia: (a) "Bottled Soft Drinks" which are all beverages, whether carbonated or not, or any preparations commonly referred to as "soft drinks" of whatever kind, which are closed and sealed in glass, paper or any other type of container, envelope, package or bottle, whether manufactured with or without the use of any syrup, and (b) any beverages, whether bottled or not, which are prepared from soft drink syrups and powders by the mixing thereof with carbonated or plain water, ice, fruit, milk or any other product suitable to make a soft drink. Except that flavored, fluid milk, as defined in regulations promulgated by USDA governing Child Nutrition Programs, and beverage mixtures which, in the finished product, contain at least 20 percent natural fruit or vegetable juices may be sold.
3. Chewing gum is defined as a preparation of chicle or other plastic substance sweetened and/or flavored for chewing.
4. Flavored ice bar is defined as a frozen confection consisting of water mixed with flavored syrups and/or powders, sugars and/or other sweetening agents, binders, stabilizers and/or emulsifiers.

GUIDELINES FOR PRODUCT SELECTION

1. The West Virginia Board of Education mandate on the sales of foods in schools supercedes any USDA regulation. Definitions of candy, soft drinks, chewing gum and flavored ice bars were made available by WVDE in 1976. School personnel should always verify information furnished by salespersons.
2. It is the responsibility of school personnel to control what products are placed in vending machines, school stores and/or snack bars. School personnel should obtain product analysis information from vendors upon which the decisions are made.
3. Learn to read labels. The United States Food and Drug Administration has established standards which require that labels on packaged foods identify the contents of each particular product.

A label must list ingredients in order of predominance (in order of decreasing quantities). If sugar or some other caloric sweetener is listed first, there is more sugar than anything else in the product. If it is listed as second or third ingredient, it contains more sugar than all but one or two other ingredients .. and so on down the list of ingredients.

4. Distinguish sugars* from "total carbohydrates" in the product being considered. It is only the "sugar and/or other sweeteners" that must be less than 40% in order to be in compliance with the West Virginia regulation.

Voluntary "nutrition information" on packages will indicate the gram weight of carbohydrate. This is the "total carbohydrate" whereas the product analysis information will further identify the various forms of carbohydrates. "Total carbohydrates" will include but not be limited to, "starch and related carbohydrates," and "dietary fiber" as well as "sucrose and other sugars". It is the "sucrose and other sugars" that must be less than 40% by weight.

*There are many forms of sugar. The label or analysis may not indicate "sugar". Watch for other words used to describe sugar and caloric sweeteners. These words include, but are not limited to:

brown sugar	glucose	molasses
corn sweeteners	honey	natural sweeteners
corn syrup	invert sugar	powdered sugar
corn syrup solids	lactose	sorbitol
dextrose	levulose	sucrose
fructose	maple syrup	

5. Foods often selected which are likely to be in non-compliance with the mandate may include, but are not limited to:

filled doughnuts	iced cookies	lemonade
frosted toaster products	iced pastries	presweetened cereals
fruit flavored drink	iced sweet rolls	ready-to-serve pudding
fruit flavored punch	ices	sherbets

MEALS FOR SECONDARY STUDENTS ATTENDING COLLEGES

In some cases high school students participate in a special study program at a college. "Take-out" school lunches may be served by their appropriate schools and claimed for reimbursement. The provision of these lunches, however, would be at the option of the SFAs since they are only required to make lunches available to eligible students who are present during the lunch service periods.

The colleges and universities participating in the special study program are not eligible to participate in the NSLP since they do not meet the definition of "school" under program regulations. Therefore, any meals provided to the high school students by the colleges would not be eligible for NSLP reimbursement, even if the high school compensated the college for the cost of the meal.

SECTION K
PERSONNEL AND TRAINING

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PROGRAM MANAGEMENT

The success of any child nutrition program depends largely on its personnel. Every employee must be carefully selected for each position. It is advisable to employ trained personnel at the school level and a trained director or supervisor at the SFA level.

The school food service staff should be highly responsible and well trained. Responsibilities and duties of all personnel shall be established by the SFA. Employees need an understanding of their responsibilities, through training and detailed instructions, to do a satisfactory job. Motivation will be increased if the employee understands the purposes of the programs and the tasks necessary to achieve those purposes. Duties, salary schedules, sick leave, hours of work, health examinations and fringe benefits such as social security and retirement benefits should be described in a statement of SFA policies and should be available to employees.

Each SFA shall maintain a code or standard of conduct which governs the performance of its employees. USDA regulations state that school, county, state and federal food service employees shall neither solicit nor accept gratuities, favors or anything of material monetary value from contractors, vendors or potential contractors.

In order to maintain a high degree of productivity and performance, school food service personnel should be evaluated periodically.

Evaluation criteria and instruments shall be developed by the SFA and should be made available to the employee and school principals.

Evaluation policy is determined by the SFA and should be applicable to tenured and non-tenured personnel. Evaluation by observation is recommended twice a year. Some supervisors and principals find it helpful to maintain an employee "log" of job performance. Comments should be dated and initialed.

Employment policies are governed by the SFA and must be in agreement with state and federal laws and regulations. State law 18A-2-5, requiring written contracts, applies to tenured, probationary and substitute employees. Employees must return signed contracts within thirty days after receipt or they forfeit the right to employment. Many counties use a mutual consent form which is appended to the contract when a change of classification is made or when employees indicate no desire to change classification. Principals should check the SFA to ensure that consistent procedures are being followed.

There are two sections of state law that refer to extra duty assignments. Those which occur on a regularly scheduled basis, as defined in 18A-4-16, must be covered by a written document. Those defined in 18A-4-8b do not occur on a regular basis and do not need to be covered by a written document.

SFAs are required to post and date notices of all job vacancies in a conspicuous working place for a minimum of five days. No vacancy can be filled until after the five days, but such vacancy must be filled within twenty working days from the posting date.

A vacated position or a newly created position may be filled temporarily with a substitute. State law states that substitute service personnel shall be assigned on the basis of seniority. When filling the position of an absent employee with a substitute, that position shall be offered in the following order:

1. With a regular employee in the same building having the same classification category (Cook I, Cook II, Cook III, Cafeteria Manager) and the greatest seniority. Such regular employees shall be assigned on a rotating and seniority basis. The person filling an absentee position may be given the opportunity to stay in that position through the absence.
2. With a substitute with the greatest length of service time. Substitutes shall be employed on a rotating basis, according to their length of service, so that each has an opportunity to perform similar jobs.

When filling a vacant service personnel position, one must first offer the position to a regular employee within that classification category (i.e. Cook I, Cook II, Cook III, Cafeteria Manager) having the greatest seniority and strongest evaluation. If no one classified as a cook is interested in the position, it may be offered to other service employees based on seniority.

It is recommended that child nutrition program participation data be used to develop a consistent standard for determining the number of employees for efficient program operations.

Guidance material from the USDA Regional Office states:

"The generally accepted range is 13-16 lunches (or equivalent) per (labor) hour per food service employee with efficient operations producing as high as 18 lunches (or equivalent) per hour per food service employee."

Unless otherwise documented, two breakfasts generally provide a lunch "equivalent" in terms of production time.

CLASSIFICATION OF COOKS

Classification of cooks, as stated in Senate Bill 12 has been established by the West Virginia Legislature. The current classifications are:

- | | |
|-------------------|--|
| Cook I | personnel employed as cook's helper |
| Cook II | personnel employed to interpret menus, to prepare and serve meals and personnel who have been employed as "Cook I" for a period of four years, if such personnel have not been elevated to this classification within that period of time |
| Cook III | personnel employed to prepare and serve meals, make reports, prepare requisitions for supplies, order equipment and request repairs |
| Cafeteria Manager | personnel to direct the operation of a food service program in a school, including assigning duties to employees, approving requisitions for supplies, repairs, keeping inventories, inspecting areas to maintain high standards of sanitation, preparing financial reports and keeping records pertinent to food services of a school |

NUTRITION EDUCATION AND TRAINING (NET) PROGRAM

For years child nutrition directors advocated a nutrition education program which would be coordinated with the school feeding program. In 1977, the United States Congress amended the Child Nutrition Act to provide funds for the Nutrition Education and Training (NET) Program. The money can be used for four purposes:

1. nutrition education for children;
2. training programs for teachers;
3. training programs for school food service personnel; and
4. nutrition materials.

The NET program funds are in the form of a grant. States must submit a plan to the USDA describing the state's needs and how the state will provide nutrition education programs for children, teachers and school cooks throughout the state.

West Virginia's NET plan provides for a cadre of teachers and principals who conduct nutrition education inservice for fellow teachers. To be a member of the cadre, persons are required to attend specially designed training. A curriculum, West Virginia Nutrition Curriculum, K-6, was developed by teachers and nutritionists. The curriculum and other educational materials are distributed at the time of the teacher inservice programs. Principals interested in offering nutrition inservice for their teachers may contact the WVDE, Child Nutrition Division in Charleston.

Another cadre of teachers, consisting of vocational home economics and occupational teachers, has been trained to provide training for school cooks. This group teaches the Comprehensive Training Program courses written and developed by WVDE Child Nutrition Division. The courses cover areas of information specific to food service skills and management and are designed for hands-on experiences.

TRAINING PROGRAMS FOR FOOD SERVICE PERSONNEL

Providing adequate, nutritious meals for several hundred children on a specific schedule requires training. Other areas involved in the school feeding program which require training include:

- . knowledge of USDA regulations including required meal patterns;
- . use of standardized recipes;
- . ordering and/or purchasing the correct amount of food to meet recommended specifications;
- . operation of institutional equipment;
- . use of USDA publications, such as The Buying Guide for Quantity Foods;
- . operating an economically sound program; and
- . prevention of food poisoning.

The Master Plan of Education and the WVDE Standards of Excellence require that training be available for food service staff. WVDE, through the NET program, makes preservice training available for newly employed cooks and substitutes. However, SFAs may conduct their own 15 hours of preservice training. It is recommended that preservice training includes at a minimum: use of standardized recipes; USDA meal patterns; use of quantity equipment; food preparation skills; safety; and sanitation.

Each year food service personnel shall participate in three hours of multi-cultural inservice and fifteen hours of job related training. The SFA's inservice plan is to be submitted annually to WVDE.

The NET program provides the Comprehensive Training Program (CTP) at the SFA level for food service personnel through a cadre of trained teachers. In addition, the NET program has sponsored college classes during the summer for food service personnel. SFAs may contact the WVDE coordinators to schedule training through the CTP program.

COMPREHENSIVE TRAINING PROGRAM (CTP) FOR COOKS

CTP is being developed by the Child Nutrition Division of WVDE. This includes a series of courses dealing with information and skills pertinent to school food service programs. Courses are organized in three hour increments so they may be incorporated into the regularly scheduled SFA's inservice program. Training is scheduled through the WVDE coordinator.

Course format consists of a variety of educational methods including lecture, demonstration and hands-on laboratory experiences. Due to the specific nature of some of the courses, the following policies will apply:

- . Class size shall be held to thirty except in extenuating circumstances.
- . Adjacent counties may offer joint training programs.
- . Trained laboratory assistants must be available to assist the instructor; one assistant is necessary for Course I and two for Course II.
- . Counties without trained assistants must assume the responsibility for engaging assistants from an adjoining county.
- . With permission from the instructor, cooks may train as laboratory assistants during a scheduled course. The home county of prospective trainees must bear the expense of such an endeavor.
- . Expenses for foods used during training shall be borne by the county.
- . Three hour increments of a course may be offered throughout a one year period but not extended beyond the time frame.

WVDE has a tracking system which maintains the training record of each individual. Counties may obtain such records upon request. Data includes the name of the participant, list of completed courses, the year the course was completed, instructor's name and the training location.

COMPREHENSIVE TRAINING PROGRAM (CTP) CORE CLASSES

A general description of the core classes and the suggested audience follows:

Course I	Audience
a. Public Relations	Cook I, II and III
b. Program Progress	Managers
c. Safety and Sanitation	Half-time
d. Weights and Measures	Substitutes
e. Portion Control	
Course II	
a. Large and Small Equipment Use and Care	Cook I, II and III
b. Work Simplification	Managers
	Half-time
	Substitutes
Course III	
a. Nutrition	Cook I, II and III
b. Dietary Goals	Managers
c. Weight Control	
d. Nutrition Labeling	
Course IV	
a. Menu Planning	Cook I, II and III
b. Varied Meal Service	Managers
c. Offer versus Serve	
Course V	
a. Use of the Buying Guide	Cook III
b. Production Records	Managers
Course VI and VII	
a. Recipe Expansion	Cook I, II and III
b. Food Preparation	Managers
	Substitutes
Course VIII - Food Preparation	Cook I, II and III
	Managers
	Substitutes

CHILDREN AND NUTRITION

The ultimate goal of child nutrition programs is to maintain the health and well-being of every child. The provision of nutritionally balanced meals is an obvious way to meet the goal. However, unless children consume those meals the goal of good health cannot be accomplished. Eating is a personal act which may be correctly described as a habit. Eating a balanced diet is learned behavior, not an instinctive reaction.

Eating habits are learned early in life and may need to be changed. Changing any habit requires an awareness of the need to change and making conscious choices until they become habitual. Changing poor eating habits or maintaining good ones may require a nutrition education program. Preferably, nutrition education should be integrated within the curriculum from kindergarten through twelfth grades.

If children's eating habits do not include consumption of a variety of foods, it is difficult for them to acquire needed nutrients for optimal health. Children need to be encouraged to try new foods so their food choices will more likely include a variety, thus a better nutrient balance. In addition, they need to be taught how to use a daily food guide and how to make substitutions in food choices that provide needed nutrients. Since many adult diseases are traced to poor eating habits during childhood, it is important to help children identify those poor habits and correct them. Nutrition education is preventive health care and should be taught throughout the student's school experience. Research indicates that teens have poorer nutritional status than other ages. Therefore, there is a need for special emphasis on nutritional education during the middle and adolescent years.

Children's nutritional status has been associated with poor school performance. One of the most common nutritional problems in the United States is iron deficiency anemia. Children with anemia feel apathetic and listless, which affects their ability to concentrate in school. Anemic children are less curious, less socially responsive and less persistent which adversely affects their learning.

In a study recently released by the USDA entitled, The National Evaluation of School Nutrition Programs, it was found that children who consume school lunch have a higher intake of five specific nutrients - protein, calcium, iron, vitamin A and vitamin C. In addition, 89 percent of the children who eat school lunch have an overall adequate diet while only 77 percent who do not participate in school lunch have an adequate diet. Other findings indicate children who eat school breakfast have diets superior only in the milk-related nutrients. It is suggested that the breakfast meal pattern be improved.

SECTION L
STUDENT AND PARENT INVOLVEMENT

Background	L - 1
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Activities to Promote Involvement	L - 3
County Nutrition Advisory Council	L - 4

BACKGROUND

Final regulations for the National School Lunch Program, issued on August 17, 1979, require student and parent involvement in child nutrition programs on the school and SFA levels. Program experience has shown that student and parent involvement has a positive effect on improving the overall acceptability of the school lunch and increasing participation levels. Actual consumption of the school lunches determines whether or not the nutritional needs of the students have been met. Students' enjoyment of these lunches should help determine good eating habits. To this end the USDA is requiring SFAs to promote activities to involve students and parents in the schools' child nutrition programs.

USDA is not requiring any specific form of student or parent involvement. This is left to the discretion of the individual SFAs. In this way, SFAs are given flexibility to plan and implement a program of student and parent involvement to meet their individual needs to the extent possible within the local school structure.

SFAs are required to keep documentation on file of all activities promoting student and parent involvement.

PLANNING A PROGRAM

The first step in planning a program of student and parent involvement is to identify and evaluate existing activities which promote the inclusion of these groups in the child nutrition program.

Next, identify activities which could promote student and parent involvement, that are not currently being conducted. Identify specific areas of concern where activities to promote involvement might be able to help promote the interest and benefits of the child nutrition program as well as alleviate any present problems.

Then follow with an identification of existing available resources which could be used to promote student and parent involvement. This could range from the NET program to local news media.

Once a survey of existing activities, materials and needs has been accomplished, establish objectives and goals for a program feasible within the local school structure and consistent with the needs that have been identified. The objectives and goals should be responsive to areas of concern and reflect what is to be accomplished.

Finally, devise the actual plan for promoting involvement by students and parents. The plan should be designed to utilize existing resources and meet the established objectives and goals.

ACTIVITIES TO PROMOTE INVOLVEMENT

There are a variety of activities which could be implemented to promote student and parent involvement in the child nutrition program. These activities can be very simple or very involved. However, SFAs should develop as comprehensive a plan as possible which is consistent with local needs and capabilities to involve students and parents in all aspects of program operations. Listed below are a few of the activities that could be implemented in a school:

- . Provide students and parents with lunch menus. Decorate menus for posting in the school. Use table tents with the menu of the day. Print menus in school or local newspaper.
- . Administer a food preference survey to determine students' likes and dislikes.
- . Conduct guided tours of kitchen and serving area for students and parents.
- . Prepare and distribute to students and parents handbooks or bulletins which explain the child nutrition program, including background, requirements and regulations governing the program.
- . Sponsor food and nutrition fairs and exhibits with school and community health professionals and/or teachers. Students and parents could participate and contribute to these projects by assisting in planning, organizing, providing publicity, designing or working booths.
- . Establish a student food committee or Youth Advisory Council (YAC) to help with planning activities - menus, nutrition education, decorating and improving the cafeteria environment.
- . Conduct taste testing parties for new products, recipes and ideas for use of donated commodities. Students, parents and teachers could serve on the taste test panel.
- . Provide a special team training table for athletes during football, basketball, baseball and track seasons.
- . Administer a student and parent opinion poll on the child nutrition program.
- . Following instructions on how to analyze a meal for nutritive content, have students prepare a meal analysis. Also, provide a nutrient analysis of the meals to parents.

COUNTY NUTRITION ADVISORY COUNCIL

In order to strengthen the child nutrition programs of the schools and to enlist the cooperation of school faculties, students and parents, the state advisory committee recommends that each county superintendent appoint a County Nutrition Advisory Council which includes representatives from the following groups: county administration, elementary and secondary school principals, teachers, health professionals, school food service, lay citizens and students.

Responsibilities of the County Nutrition Advisory Council should include:

- . recommending guidelines and policies concerning the sales and service of foods and beverages;
- . recommending procedures for checking the nutritional content of foods and beverages sold in schools; and
- . advising the county food service supervisors concerning the food service provided under the National School Lunch Act and the Child Nutrition Act.

SECTION M
DEFINITIONS

ADC - Aid to Dependent Children.

ADULT - staff members and employees of a school or child care institution including all faculty, supervisory and other personnel.

ADULT BREAKFAST - a breakfast which is sold to an adult for the full price as established by the state and local board of education.

ADULT LUNCH - a lunch which is sold to an adult for the full price as established by the state and local board of education.

AIMS - (ASSESSMENT, IMPROVEMENT, MONITORING SYSTEM) - a federal monitoring system which is implemented in cooperation with the State Agency to assist in identifying operational and management problems and to take corrective action when needed.

APPEAL - the right of appeal by a parent or guardian, child or school or county employee to the state superintendent for an impartial decision.

ASFSA - (AMERICAN SCHOOL FOOD SERVICE ASSOCIATION) - a non-profit, professional organization dedicated to the health and well being of the nation's children. Membership is open to persons engaged in non-profit school food service or related activities in public and private schools, colleges and universities.

ASSESSMENT PROCEDURE - procedure whereby money is reclaimed from a school when a finding is made by the WVDE or USDA.

BOX OR BAG LUNCH - a meal, usually served cold, which meets federal requirements for the school lunch. Each item is individually wrapped or packaged in a moisture-proof container. The disposable eating utensils, napkins, and straws are generally wrapped as a unit and included in the package.

BREAKFAST - a meal meeting the requirements set forth in federal and state regulations and served to a child at or near the beginning of the school day, in the morning hours.

CERTIFICATION - the process by which recognition is granted an individual who has met and continues to meet certain specific standards established by the ASFSA.

CHILD - a person under 21 chronological years of age enrolled in schools, or a student of high school grade or under. West Virginia state law extends this age to 23 for programs for exceptional children.

CN - Child Nutrition

COMPELLING CIRCUMSTANCES - the overwhelming pressures of essential or environmental factors which cause a school to request the state superintendent to consider a waiver of the requirement to operate a program.

COMPONENTS - the constituent parts of a meal. The lunch pattern contains four components: meat or meat alternate, 2 vegetables or fruits, bread and milk. The breakfast pattern contains 3 components: fruit or juice, cereal and milk.

COST OF MILK - the net purchase price paid by the school or child care institution to the milk supplier for milk delivered to the school or child care institution. This does not include the amount paid to supplier for servicing, rental of or installment purchase of milk service equipment.

COUNTY - the county board of education.

DA - (Distributing Agency) - agency responsible for donated foods - Department of Human Services.

DEPARTMENT - the West Virginia Department of Education.

DEPRECIATION - a reasonable allowance for the deterioration, wear and tear and obsolescence of non-expendable equipment used primarily in connection with the operation of a food service facility.

DIRECT COSTS - expenses which are readily identifiable as the part of the total cost applicable to the school food service operation. (Examples: cost of food, cooks' salaries, supplies.)

DISTRIBUTION COST - (of Special Milk Program) - direct expenses incurred by the school or child care institution in connection with the sale, handling or serving of milk.

DONATED FOODS - agricultural commodities which USDA makes available to various food program outlets including public and private schools and summer camps.

ENRICHED - a process by which the nutrients thiamin, riboflavin, niacin and iron are replaced in refined grains and grain products.

EQUIPMENT - articles and physical resources other than land or buildings used for receiving, storing, preparing, transporting or serving food.

EXTRA MILK - milk sold to children exclusive of milk served as a component of the breakfast or lunch and for which no reimbursement is claimed.

FAMILY - a group of related or non-related individuals who are not residents of an institution or boarding house, but who are living as one economic unit.

FISCAL YEAR - (Federal) - the period of 12 calendar months beginning October 1 and ending with September 30 the following calendar year.

FISCAL YEAR - (State) - the period of 12 calendar months beginning July 1 and ending June 30 the following calendar year.

FNIC - the Food and Nutrition Information and Educational Materials Center. The Center houses audio-visual and printed materials related to school food service.

FNS - the Food and Nutrition Service of the USDA.

FNSRO - the Food and Nutrition Service, Regional Office. In the case of West Virginia, it is the Mid-Atlantic Region with headquarters in Robbinsville, N.J.

FOOD SERVICE PERSONNEL - local school food service employees classified as Cooks I, Cooks II, Cooks III and local food service managers.

FORTIFIED - the addition of a nutrient to a food product to increase that nutrient's density over and above that normally found in the product. The addition of milk solids to low-fat milk to produce "protein fortified" milk is an example.

FOSTER CHILD - a child who is living with a family but who remains the legal responsibility of the welfare agency.

FREE LUNCH OR FREE BREAKFAST - a lunch or breakfast for which neither the child nor any member of his family pays or is required to work in the school or in the school's lunch program. Federal reimbursement for a free lunch or breakfast shall be claimed only for an eligible child with an approved application for free meals.

FSEA - (FOOD SERVICE EQUIPMENT ASSISTANCE PROGRAM) - formerly "Non Food Assistance Program" - funds made available to states to assist them to supply schools drawing attendance from areas in which poor economic conditions exist, with equipment other than real property for the storage, preparation, transportation and serving of food; to enable them to establish, maintain and expand the food service programs.

HANDICAPPED - students of high school grade or under (as determined by the state) including students up to age 23 who are physically or mentally handicapped as defined by the state.

HOUSEHOLD - members of a family/household who live together and share expenses; a group of related or nonrelated individuals, who are not residents of an institution or boarding house, but are living as one economic unit.

INDIRECT COST RATE - (also called HEW Number of County Non-restricted Cost Rate) - a pre-determined factor which will yield allowable indirect costs when applied to adjusted direct costs. This factor is assigned annually by the Bureau of Finance and Administration of the West Virginia Department of Education from data furnished by the County Departments of Education. Indirect cost rate for private schools and RCCI's is 10 percent.

INDIRECT COSTS - those costs representing supporting services and incidental supplies which are furnished by general support services program of the school system. These costs, if properly documented, may be eligible costs of the food services and when added to direct costs, show the full cost of the food service operation.

MANAGEMENT EVALUATION REVIEW - a review of local food service programs conducted by field personnel of the child nutrition state staff of the West Virginia Department of Education.

MILK - pasteurized fluid types of unflavored whole milk, lowfat milk, skim milk or cultured buttermilk which meet state and local standards for such milk. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and be consistent with state and local standards for such milk.

NEEDY CHILDREN - children from families meeting the standards for free and reduced price meals.

NET - (Nutrition Education and Training Program) - In November 1977 the Child Nutrition Act was amended to establish a system of grants to state education agencies for the development of comprehensive nutrition information and education programs. Such nutrition programs shall freely use as a learning laboratory the school lunch and child nutrition programs.

NET CASH RESOURCES - Money in the child nutrition account plus all money due the account less the amount of unpaid bills.

NON-EXPENDABLE EQUIPMENT - tangible property having a useful life of more than one year and an acquisition cost of \$500 or more per unit.

NON PRICING PROGRAM - (Special Milk) - a program in which milk is not sold to children on a daily, weekly, monthly or annual basis. The milk is provided by funds from institution, camp, school or in some cases by a tuition payment.

NON PROFIT PRIVATE SCHOOL - a non-public school that is exempt from income tax under the Internal Revenue Code.

NON RESTRICTED COST RATE see INDIRECT COST RATE.

NSLA - National School Lunch Act.

NSLP - National School Lunch Program.

NUTRITIONAL STANDARDS - standards for meal patterns as prescribed by the West Virginia Department of Education.

OA - Office of Audit of USDA.

OFFER VS. SERVE - a senior high school student is not required to accept more than 3 of the 5 items of the school lunch. "Offer" means the complete lunch is made available to students. The "Offer" vs "Serve" may be extended to junior high and elementary schools at the discretion of the local School Food Authority. This provision is not permissible in school breakfast.

OI - Office of Investigation of USDA.

OIG - Office of Inspector General of USDA.

PAID BREAKFAST OR LUNCH - a breakfast or lunch which is sold to a child at the full price, as established by the county board of education.

PERPETUAL INVENTORY - a running record, up to date, of each item on hand in the storeroom.

PHYSICAL INVENTORY - the value of items on hand at the end of an accounting period (usually a month).

PRICING PROGRAM - (Special Milk) - a program in which milk is sold to children and is paid for daily, weekly, monthly or annually. The price that children pay for milk will be lowered by making maximum use of the reimbursement.

PRODUCT ANALYSIS SHEET - a statement by the producer or distributor of a prepared entree specifying the amount of meal components and/or nutrients supplied by a product. A statement by the distributor of a pizza product might read: "Each 4" X 6" slice of pizza contains the equivalent of 2 oz. of meat/meat alternate, 1/8 cup vegetable, 1 slice enriched bread."

PROGRAM - the school breakfast or lunch program.

PUBLIC HEARING - a public hearing conducted by the school which is held for the parents of the children enrolled in that school.

RCCI - Residential Child Care Institution - Homes for the mentally retarded, emotionally disturbed, unmarried mothers, orphanages; temporary shelters for abused or runaway children; and juvenile detention centers.

RECERTIFICATION - the process by which recognition is granted an individual who has met and continues to meet certain specific standards established by the ASFSA. (See CERTIFICATION)

RDA - (RECOMMENDED DIETARY ALLOWANCE) - a list of nutrients and the quantities needed daily for men, women and children published by the Food and Nutrition Board, National Academy of Sciences/National Research Council.

REDUCED PRICE MEAL - a meal which meets the following criteria:

1. The price shall be less than the full price of the meal.
2. Currently in West Virginia the lunch is priced at 40 cents and the breakfast at 30 cents.
3. Neither the child nor any member of his family shall be required to supply an equivalent value in work for the school or in the school's food service.
4. Federal reimbursement for the school lunch or breakfast may be claimed only for a child with an approved and valid application for a reduced price meal.

REGULATION - a statement issued by a federal agency. It establishes requirements which must be met under laws passed by Congress.

REIMBURSEMENT - financial assistance paid or payable to participating schools for lunches and breakfasts meeting the requirements of the United States Department of Agriculture and the West Virginia Department of Education and served to eligible children with valid applications on file.

REVENUE - the value of resources available to operate the food service program including cash funds (federal, state and local) and the value of goods and services contributed.

SCHOOL - an educational unit of high school grade or under operating under public or non-profit ownership in a single building or complex of buildings. The term "high school grade or under" includes classes of pre-primary grade when they are conducted in a school having classes of primary grade or higher grade or when they are recognized as a part of the educational system in the state regardless of whether such pre-primary grade classes are conducted in a school having classes of primary or higher grade.

SCHOOL DAY - that period of time between the scheduled arrival of the first child at school and until the departure of the last curricular bus.

SCHOOL IN SEVERE NEED - a school eligible for rates of reimbursement for free and reduced price breakfasts which are in excess of the current average payments.

SECTION 4 - the section of the National School Lunch Act which describes how funds shall be apportioned among the states for an average reimbursement per lunch per child.

SENIOR HIGH SCHOOL STUDENT:

1. any student enrolled in a 3 year high school (grades 10-12)
2. any student enrolled in a 4 year high school (grades 9-12)
3. in a 5 or 6 year secondary school either:
 - a. students enrolled in grades 10-12
 - b. students enrolled in grades 9-12

as determined by the local School Food Authority.

SERVING PERIOD - the period of time which is normally required to serve a school breakfast or lunch. The serving period should provide approximately ten minutes of eating time after service of breakfast and 20 minutes of eating time after service of lunch.

SFA - (SCHOOL FOOD AUTHORITY) - the governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a breakfast or lunch program therein.

SPECIAL MILK - Milk sold to children at a reduced price or given free to eligible children. Schools participating in the federal food service program may not participate in the Special Milk Program.

SPONSOR - the governing body responsible for the administration of one or more schools or residential child care centers.

STATE AGENCY - the State Educational Agency.

STATE AID ALLOTMENT - funds provided by the West Virginia Legislature to assist public schools in hiring local food service personnel. This is designated as the state funding needed to meet the state matching requirements set forth in the National School Lunch Act. The NSLA requires that 10% of the 3 to 1 state matching requirements of the federal dollars, funding Section 4 of the Act, must be in the form of state appropriations to local participating schools. These State Aid Allotments are paid to the county school systems in quarterly installments.

STATE EDUCATIONAL AGENCY - (as determined by the State Legislature) - the Superintendent of Schools or the State Board of Education controlling the State Department of Education.

STRAIGHT LINE DEPRECIATION - a method of depreciating an item of equipment whereby an equal portion of the cost of the item is allocated to each period of use.

USDA - United States Department of Agriculture

USDE - United States Department of Education

USRDA - United States Recommended Daily Allowance - a list of nutrients reflected on food labels. The figures are not identical to the RDA.

VERIFICATION PROCEDURE - procedure where eligibility for free/
reduced price meals is confirmed.

WAIVER - an individual school's request for granting of a waiver for
the service of school breakfast due to compelling circumstances.

WV CHILD NUTRITION STATE PLAN - an annual statement of program
objectives and a plan to implement national policy.

WVDE - West Virginia Department of Education

WV STANDARDS OF EDUCATIONAL EXCELLENCE - each county's
assessment of its compliance with standards for educational quality
followed by a plan for compliance.

YAC - Youth Advisory Council

