

TITLE 126  
PROCEDURAL RULE  
BOARD OF EDUCATION

SERIES 85  
OPERATION MANUAL ON CHILD NUTRITION (4320)

**§126-85-1. 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. -- W. Va. Code §18-2-5

1.3. Filing Date. -- October 17, 1986

1.4. Effective Date. -- October 17, 1986

**§126-85-2. 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 in the West Virginia Department of Education, Bureau of Finance and Services.

2.2. Summary of rules and regulations below:

**SUMMARY OF RULES AND REGULATION**

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 county accreditation and the overall administration of the Child Nutrition Program, the manual is revised and updated annually.

The Child Nutrition Program/Policy Operation Manual is distributed to school administrators and other personnel involved with the operations of the

Child Nutrition Program. 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 covers 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 also provides school administrators federal guidelines regarding which children are eligible to apply for free or reduced meals and federal requirements for verification of meal applications. Federal guidelines related to civil rights and handicapped requirements specific to food service are included as well as various policies dealing with emergency feeding, competitive food sales, catered meals for senior citizens and parent and student involvement.

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