

Food Services Management

The Pleasants County Board of Education, in cooperation with the West Virginia Department of Education and the United States Department of Agriculture, administers the Healthy, Hunger-Free Kids Act of 2010 and the Richard B. Russell National School Lunch Act. Pleasants County Board of Education's county policy for food services management has been developed in accordance with WVBE Policy 4321.1 Standards for School Nutrition.

The operation and supervision of the food service program shall be the responsibility of the Child Nutrition Director. The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons. In accordance with federal law, the Child Nutrition Director shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year for each school, which are conducted by the state or local health department responsible for food safety inspections. The report of the most recent safety inspection will be posted in a publicly visible location and a copy of the report will be available to members of the public upon request.

Special care and consideration shall be taken regarding students who are certified by a licensed physician to have dietary needs or food allergies. Students with such chronic conditions are eligible for a locally-developed Individualized Health Care Plan, a Section 504 Plan, or an Individualized Education Program inclusive of a "Special Dietary Needs Medical Statement".

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area where food is being consumed. Breakfast and lunches sold by the school may be purchased by students, staff and community members in accordance with administrative guidelines established by the Superintendent.

A periodic review of the food service accounts shall be made by the county treasurer. Any surplus

funds from the National School Lunch Program shall be used to reduce the cost of the service to the students or to purchase cafeteria equipment. All meals must be priced and served as a unit.

No “competitive foods” are to be sold, served or distributed in competition with meals served under the USDA child nutrition program during the food service hours. “Competitive foods” are defined as any food sold, served or distributed to students in competition to the reimbursable school meal, including snacks from vending machines, school stores, parties, and school day fundraising activities, except those served as part of the child nutrition program meals and snacks. Other foods do not include those brought to school by individual students for their own consumption. “Food service hours” are defined as: from the time the first child arrives at school, until 20 minutes after the end of the last lunch period.

Due to special dietary needs and food safety concerns, foods and beverages brought or delivered from outside sources may be consumed only by individual students for whom they were brought or delivered and not by the general student population. Only a parent, guardian or designee as provided in writing to the school may deliver outside foods and beverages to a child at school. Direct school deliveries of foods and beverages by local vendors and restaurants are prohibited. Organized food events and celebrations held during the school day shall be regulated and monitored by school personnel to meet the requirements of this policy and the local Wellness Policy.

All other foods and beverages made available during the school day must meet nutrition standards as set forth in WVBE policy 4321.1 and the “Smart Snacks in School” nutrition standards. Foods that do not meet these guidelines must not be sold, served or distributed to students on the school campus during the school day. Food and beverages shall not be offered or used as a reward or as a

Child Nutrition Program Objectives

1. To contribute to the nutritional well-being of all school children by making available nutritionally adequate meals.
2. To provide a real-life situation for teaching food habits, health, table manners, cleanliness, and group conduct as a part of the total educational program.
3. To provide means for projecting nutrition education into the school, home and community.

Each school must maintain full and accurate records of the operation of the school food services program. The records must meet federal, state, and county regulations. Records must be kept for a

period of three years and they are subject to a federal audit. Federal reports for reimbursement claims are due in the superintendent's office not later than the 10th day of each calendar month.

The principal of the school has the same authority and responsibility for the school food services program as he/she has for other phases of the total school program. The school staff shall cooperate in developing and maintaining school breakfast and lunch programs that comply with applicable regulations.

Child Nutrition Billing and Collection

The purpose of this policy is to enable the Pleasants County Board of Education to implement a centralized child nutrition billing and collection procedure. The following policy establishes guidelines for administering the billing and collection of food service accounts.

1. All students and staff are eligible for centralized food service accounts.
2. Meals served will be tracked by typing personal identification numbers into the computer unless otherwise approved by the WVDE OCN.
3. Invoices will be generated through software linked to the scan system and mailed on the 15th of the month following the calendar month during which meals were provided.
4. Payment in full is due upon receipt. Payment may be made by check or money order payable to Pleasants County Schools. Cash payments may only be made in person at the Child Nutrition Office on Maple Street. A receipt of payment shall be given to the person paying with cash.
5. Payments may be mailed to the address on the invoice or brought to the Child Nutrition Office.
6. All bills shall be considered past due if not paid in full by the 25th of each month.
7. The collection of delinquent accounts over 45 days may be pursued through Magistrate Court by the Child Nutrition Director or designee or through contracted services of an independent collection agency. All costs associated with the collection of an account will become the liability of the debtor.
8. For all students who have left the school system, either by transfer to another school system, by graduation or by withdrawal, the billing and collection process will be initiated at the level deemed appropriate by the Child Nutrition Director, the School Principal and the Superintendent.

Reference: National School Lunch and Child Nutrition Act Regulations

Amended: July 22, 1991
 Amended: July 23, 2015
 Revised: February 6, 2020
 Revised: December 5, 2023