



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6325

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CATEGORY: **Students, Welfare**

EFFECTIVE: **1-29-62**

SUBJECT: **Milk and Meal Programs for Needy Students**

REVISED: **9-01-2000**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures covering functions and limitations of milk and meal programs for needy students in grades K-12 and in special school programs. This procedure also covers free and reduced-price breakfasts provided at some school sites by the School Breakfast Program.

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-6000, H-7210; Education Code Sections 49062-49064, 49490, 49570.
2. **Release of Student Information.** Written consent of parent, guardian, or student eighteen or over is required prior to release of any student information to any nondistrict organization, agency, or individual. Receiving party must certify that information will not be used for any purpose other than that authorized. (Procedure 6525)

**Note:** Additional National School Lunch Program restrictions governing release of student information within the district are provided in certification packet materials distributed by the Food Services Department, Business Services Division, Administrative/Operational Support.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Intervention Services Department, Center for Student Support and Special Education; or the Food Services Department, Business Services Division, Administrative/Operational Support.
2. **District-administered programs for needy students** include:
  - a. **Bosch Milk and Meal Program** financed by Anita Bosch Funds to provide milk and meal without cost to students who are members of low-income families and who may be considered potentially undernourished. School nurse principal, or designee selects students in need, and arranges for placement and termination in this program.
  - b. **National School Lunch Program** and School Breakfast Program provide free and reduced-price lunches and breakfasts to students whose family income qualifies them as needy; *certification is based on application form information*

submitted by parent or guardian or through direct certification information provided by the San Diego County Department of Social Services. Breakfast program is available only at schools where principals have requested such service.

### 3. **Regulations**

#### a. **Bosch Milk and Meal Program**

- (1) School nurse or designee completes a Bosch Milk – Bosch Meal With Milk Authorization Form and sends to the cafeteria.
- (2) Cafeteria enters information from the authorization form into the point of sale system.

#### b. **National School Lunch Program (Free or Reduced Price)**

- (1) Application forms shall be provided for each K-12 student at beginning of school year or upon registration during the school year; applications or withdrawals shall be accepted and processed throughout the year.
- (2) Returned applications shall be reviewed by school office to verify student eligibility according to current family income per family size criteria.
- (3) Qualified students shall be certified for free or reduced-price lunches, as appropriate; applicants shall be notified of lunch program status, including those persons denied certification.
- (4) Eligibility for free and reduced-price breakfasts (where available) shall be the same as for the lunch program.
- (5) Point of sale Personal Identification Number (PIN) designated for one student shall not be used by another student.

## D. **IMPLEMENTATION**

### 1. **Bosch Milk and Meal Program**

- a. **Nurse, principal, or designee** determines eligible students; Intervention Services Department issues Bosch Milk – Bosch Meal With Milk Authorization Form as requested.

- b. **Nurse (or designee in special programs)**
    - (1) Determines eligible students.
    - (2) Provides Food Services Manager or food services site leader in the school cafeteria with the name and signature of any designated representative who can sign authorization form.
    - (3) Signs completed Bosch Milk – Bosch Meal With Milk Authorization Form for each eligible student.
  - c. **Cafeteria cashier** enters authorization form information into the point of sale system; student uses PIN when going through cafeteria line.  
  
(Note: Milk cannot be divided or poured from carton into a container for serving to another student.)
  - d. **Meal and milk count information** is sent to Food Services Accounting, Accounting Department, Finance Division, Administrative/Operational Support, as part of electronic cafeteria daily balance reports.
  - e. **Fiscal Accounting**, Accounting Department, prepares report of number of milk and meals redeemed showing unexpended balance of fund.
2. **National School Lunch Program (Free or Reduced-Price Meals)**
- a. **Food Services Department** forwards certification packets and application forms to schools prior to opening of school.
  - b. **Parent or guardian** completes form, if applying; signs and returns to school office for review and certification.
  - c. **School**
    - (1) Ensures that each K-12 student receives application form at beginning of school year or upon registration during year.
    - (2) Accepts and processes applications or withdrawals throughout the year according to instructions in certification packet.

(3) If an eligible student transfers to another district school during school year, records the student's meal program status on the Student Information System (SIS) and makes it available to the new school.

(4) Reviews returned applications to verify student eligibility; refers to certification packet materials for required criteria.

**Note:** Eligibility for free and reduced-price breakfasts (where available) shall be the same as for lunch program.

(5) Certifies eligible students for free or reduced-price meals, as appropriate; processes applications according to certification packet instructions.

(6) Upon receipt of meal certification roster from the Food Services Office, verifies listing of students on National School Lunch Program.

(7) Ensures that all applicants for free and reduced-price meals are notified of lunch program status, including those persons denied certification according to certification packet instructions.

e. **Food Services Manager**

(1) Assigns point of sale PINs to all students.

(2) Prepares reports according to Fiscal Accounting regulations.

**E. FORMS AND AUXILIARY REFERENCES**

1. School Nursing Procedure Manual Section 4
2. Bosch Milk – Bosch Meal With Milk Authorization Form, available from the Intervention Services Department
3. Letter to parents/application for National School Lunch Program (free or reduced-price meals), available from the Food Services Department
4. Certification packet for National School Lunch Program, provided by the Food Services Department

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**F. REPORTS AND RECORDS**

1. Bosch Milk – Bosch Meal With Milk Authorization Forms are retained for one year.
2. Accounting reports are retained for three years by the Accounting Department.

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education