



Orange County Department of Education

Food Services Review

May 21, 2008

Joel D. Montero
Chief Executive Officer



May 21, 2008

William M. Habermehl, Superintendent
Orange County Department of Education
P.O. Box 9050
200 Kalmus Drive
Costa Mesa, CA 92628

Dear Superintendent Habermehl:

In November 2007, the Fiscal Crisis and Management Assistance Team entered into an agreement with the Orange County Department of Education for FCMAT to perform the following:

1. Conduct a review of the OCDE's child nutrition program operations, staffing, policies and procedures, menu planning, and catering services and provide recommendations for enhancing revenues or improvements to reduce departmental encroachments, as needed.

FCMAT visited the department of education on March 17-19, 2008 to collect data, conduct interviews and review documents. This report is the result of that effort.

We appreciate the opportunity to serve you, and please give our regards to all the employees of the Orange County Department of Education.

Sincerely,

Joel D. Montero
Chief Executive Officer

FCMAT

Joel D. Montero, Chief Executive Officer

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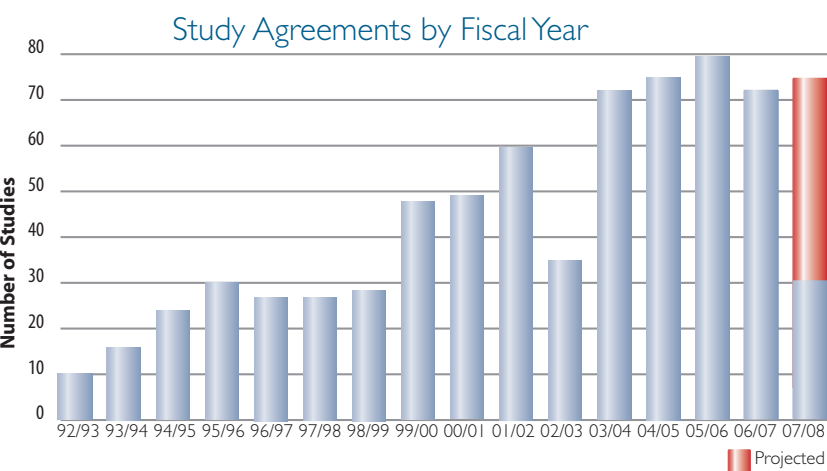
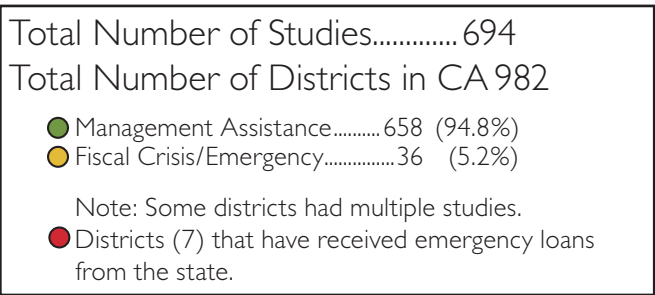
Foreword

FCMAT Background

The Fiscal Crisis and Management Assistance Team (FCMAT) was created by legislation in accordance with Assembly Bill 1200 in 1992 as a service to assist local educational agencies in complying with fiscal accountability standards.

AB 1200 was established from a need to ensure that local educational agencies throughout California were adequately prepared to meet and sustain their financial obligations. AB 1200 is also a statewide plan for county offices of education and school districts to work together on a local level to improve fiscal procedures and accountability standards. The legislation expanded the role of the county office in monitoring school districts under certain fiscal constraints to ensure these districts could meet their financial commitments on a multiyear basis. AB 2756 provides specific responsibilities to FCMAT with regard to districts that have received emergency state loans. These include comprehensive assessments in five major operational areas and periodic reports that identify the district’s progress on the improvement plans.

Since 1992, FCMAT has been engaged to perform nearly 700 reviews for local educational agencies, including school districts, county offices of education, charter schools and community colleges. Services range from fiscal crisis intervention to management review and assistance. FCMAT also provides professional development training. The Kern County Superintendent of Schools is the administrative agent for FCMAT. The agency is guided under the leadership of Joel D. Montero, Chief Executive Officer, with funding derived through appropriations in the state budget and a modest fee schedule for charges to requesting agencies.



Introduction

Background

With administrative offices in Costa Mesa, the Orange County Department of Education serves approximately 8,697 students in alternative education and special education programs. The county office also has oversight responsibilities for the 27 school districts located in Orange County.

In September 2007, the Fiscal Crisis and Management Assistance Team (FCMAT) received a request for management assistance from the Orange County Department of Education. The study agreement specifies that FCMAT will perform the following:

1. Conduct a review of the OCDE's child nutrition program operations, staffing policies and procedures, menu planning, and catering services and provide recommendations for enhancing revenues or improvements to reduce departmental encroachments, as needed.

Study Guidelines

FCMAT visited the county office on March 17-19, 2008 to conduct interviews, collect data and review documentation. This report is the result of those activities and is divided into the following sections:

- I. Executive Summary
- II. Operations, Revenue & Expenditures
- III. Staffing
- IV. Purchasing & Inventory Control
- V. School Menus
- VI. Site Visits
- VII. Catering
- VIII. Employee Cafeteria
- IX. Appendices

Study Team

The FCMAT study team was composed of the following members:

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Executive Summary

The Orange County Department of Education provides educational services to approximately 8,697 students enrolled in alternative education and special education programs. Most of these students receive services through independent study and home study programs and do not participate in the county's food service programs. This review focuses on the county office schools that specifically provide classroom-based instruction since those are the sites that participate in the food services program. The county's October 2007 enrollment data reflects a student enrollment of 670 students at 31 sites (including summer school) that are served by the central kitchen. All these schools participate in the National School Lunch Program, and five sites offer breakfast through the School Breakfast Program. All meals are prepared at the central kitchen and transported to the sites daily.

Based on the county's 2006-07 annual financial summary report, the general fund contributed \$327,326 to support the food service program and an additional \$55,291 to support the employee cafeteria and catering programs. The 2007-08 second interim financial summary report projects general fund contributions of \$481,338 for the food service program in the 2007-08 fiscal year and \$69,401 for the employee cafeteria and catering program. This represents an increased contribution of \$168,122 from prior year.

Most items on the Food Services Unit's school menu are heat and serve, and few are cooked from scratch. However, the food service program projects an extremely high labor cost at 151% of projected income as indicated in the third-quarter income and expense statement ending March 31, 2008. A labor cost of 40 to 48% of income would be acceptable under these circumstances. The department budget also projects an extremely high food cost of 89% of projected income as indicated in the income and expense statement ending March 31, 2008. Food cost, using heat-and-serve items, should average 35% to 40% of income.

Based on current menus, FCMAT determined that meal production is extremely low at 19 meals per labor hour (MPLH). The industry standard is 40 to 50 MLPH. The county office should either increase participation in the food services program or decrease staffing and food costs to reflect industry standards. The department should obtain bids or requests for quotations for food and supply items to ensure the best prices are obtained, and a monthly inventory count should be completed to ensure that items are accounted for from the time they arrive at the central kitchen through production.

The Food Services Unit consists of two full-time (eight hour) utility drivers, six part-time (four hour) Assistant/Cook positions and a full-time manager. Since the Food Service Manager spends most of her time preparing meals, numerous administrative tasks are not being completed. For the department to run at an optimal level, it is crucial for the manager to oversee the staff and perform the tasks listed in the approved job description. Time must be scheduled to complete required paperwork, ensure counting and claiming

procedures are followed according to program regulations, make certain meal patterns and portion requirements are followed, increase participation and reduce expenditures to reduce/eliminate contributions from the general fund, visit schools, communicate with peers and students, participate in training sessions, provide training to the staff and complete annual staff evaluations.

Training for central kitchen staff members in areas such as food safety and basic food preparation is important and should be provided to help optimize service and knowledge in the department. The Food Service Manager should also receive leadership/supervisory training and visit other county office and district food service operations to develop further expertise in the food service field.

The department prepares approximately 600 lunches and 260 breakfasts per day based on the total enrollment at each site. This total is erroneous and should be based on the number of students participating in the food service program each day. Reimbursement claim forms for the current school year indicate that an average of 430 lunches and 160 breakfasts are claimed per day. Overproducing 170 lunches and 100 breakfasts per day equates to an estimated expenditure of \$63,000 in annual food cost and 25-30% in additional labor cost that is not offset by any income. If meal participation is increased to 600 lunches and 260 breakfasts per day, the department could claim an estimated \$100,000 in additional federal and state reimbursement per year.

The October 2007 reimbursement claim indicates that only 64% of enrolled students participate in the lunch program. The Food Services Unit should work to increase student participation and consider methods such as implementing the School Breakfast Program at eligible sites, offering breakfast and lunch to the infants and toddlers attending the county's Teen Parenting Program, implementing the After School Snack Program and contracting with private schools and/or charter schools for food services. The county office should also evaluate the food service delivery schedule and determine the number of meals served at each site to decide whether it is fiscally prudent to continue serving all sites or whether consideration should be given to contracting with school districts for meals provided at some sites.

Because the county's food service program is small, it can be difficult to achieve the economies of scale that may be realized in a larger program and eliminate the general fund contribution. However, the general fund contribution can be significantly reduced by increasing participation and utilizing the cost-saving measures discussed in this report.

The Food Services Unit requires five days' notice for catering requests and discourages customers from ordering certain foods, such as meat trays, that the staff considers time consuming to prepare. The department should reduce catering notification time to 24 hours to help make the program more competitive and reflect industry standards. On last-minute orders, the department should discuss food options with customers instead

of turning away potential orders. The amount of time spent on preparing catering orders should be monitored and reduced, and the staff should be trained in the most efficient food preparation methods. It is important that the proper catering equipment be acquired to complete tasks and ensure that catered food items are consistently presented in an appealing manner.

The employee cafeteria is clean, but lacks the professional décor provided by other successful school district cafeteria operations. Items such as new table cloths, a large menu board and pictures on the walls would help to make the cafeteria more appealing to customers. The cafeteria should be advertised extensively since only 10% of the county office's staff members utilize the services. The department should also review the times the cafeteria is utilized and consider changing the hours for breakfast and expanding the hours for lunch service to better serve employees and to maximize participation. Consideration should also be given to the introduction of new items in the cafeteria.

The employee cafeteria and catering program offers a valuable service to the county office, but it should not require a subsidy from the general fund. The labor hours, food costs and prices charged should be reviewed regularly to ensure they are within industry standards. Every effort should be made to increase sales so that the program can be self-supporting. If this program is not able to pay for itself, the county office should consider eliminating it.

Findings and Recommendations

Operations, Revenue and Expenditures

The National School Lunch Program (NSLP) is a federally assisted meal program that provides nutritionally balanced, low-cost or free lunches to children each school day. The program, which operates in public and nonprofit private schools and residential child care institutions, was established in 1946 under the National School Lunch Act. The School Breakfast Program, which is similar to the lunch program, began as a pilot project in 1966, and became permanent in 1975. It is administered at the federal level by the Food and Nutrition Service and usually by state educational agencies at the state level.

Based on the county office's 2006-07 annual financial summary report, the general fund contributed \$327,326 to support the food services program and an additional \$55,291 to support the employee cafeteria and catering programs. General fund contribution projections for the 2007-08 fiscal year are \$481,338 and \$69,401 respectively or \$168,122 more than the prior year based on the county's 2007-08 second interim financial summary report. The county office administration is supportive of both programs and expresses a willingness to work with the Food Service Manager to improve fiscal accountability and services.

The county office has encouraged the Food Service Manager to attend training and professional growth sessions, participate in county meetings and visit school sites. However, the manager indicated that she is unable to leave the central kitchen because of extensive student and adult meal preparation requirements and the catering workload. The central kitchen prepares 600 lunches a day, and most of the manager's time is spent helping prepare food items in the kitchen, which leaves little time for office responsibilities and paperwork requirements. The manager was not familiar with who serves meals at the sites and could not verify that the staff had been trained in appropriate meal counting and collection procedures.

Meals Per Labor Hour

The county office Food Services Unit is unique in that all labor hours charged to the program are worked in the central kitchen. Site staff members, including teachers, school secretaries, aides and principals, perform duties that are usually charged to food services. The cost of site labor, which includes maintaining checklists and rosters, collecting money for meals and serving meals, is absorbed by each school and not reflected as a charge to the food services program. In spite of this, the food service program projects an extremely high labor cost at 151% of projected income as indicated in the income and expense statement ending March 31, 2008. Most items on the school menu are heat and serve, and few items are cooked from scratch. A labor cost of up to 48% of income would be acceptable under these circumstances, but ideally should be closer to 40%.

Calculating meals per labor hour (MPLH) is a management tool that helps determine appropriate food service staffing. The number may vary from school to school depending on the number of students served, menu items and production requirements. For example, a school preparing all menu items from scratch requires more labor hours and produces fewer meals per labor hour than a school preparing ready to use or heat and serve items. MPLH can vary greatly based on factors such as the type of foods prepared, the number of items prepared, the method of preparation (heat and serve versus scratch cooking), transporting methods and clean-up requirements. MPLH are determined by converting all meals served to a meal equivalent based on a standard unit of production which is the school lunch. The MPLH calculation is as follows:

- A reimbursable lunch and a complete adult lunch are each considered one meal equivalent. For example, 50 student lunches + 5 adult lunches = 55 meal equivalents.
- Standard procedure specifies that two breakfasts equal one meal equivalent. For example, 10 breakfasts/2 = 5 meal equivalents.
- A la carte meal equivalents are calculated by dividing the dollar amount of a la carte sales by the total of federal reimbursement for a free lunch plus the commodity value of the lunch. For example, \$300 a la carte sales/(\$2.47 + \$0.2084) = 112 meal equivalents.
- Total meal equivalents are then added together and divided by the total number of labor hours.

FCMAT found that the county office's meal production is extremely low at 19 meals per labor hour (MPLH). This calculation included time for special needs diets, catering and staff cafeteria food preparation. Industry standards suggest that MPLH should be 40-50.

Meal and Production Cost

The Food Services Unit budget projects an extremely high food cost of 89% of projected income as indicated in the income and expense statement ending March 31, 2008. This percentage reflects only the cost of food purchased and not costs for supplies, transport, energy and processing. Using heat and serve items as is the county office's current practice, food cost should average 35% to 40% of income.

The Food Services Unit prepares approximately 600 lunches per day. This total is based on enrollment at each site and should be based on the number of students participating in the food service program each day. Reimbursement claim forms for the current school year indicate that an average of 430 lunches is claimed per day. The Food Services Unit was unaware of what happens to the extra meals sent to the sites. During the FCMAT site

visits, the site staff indicated that the food remaining after meal service was distributed at no cost as “seconds,” saved for use as snacks or discarded. Menu production worksheets showing the number of servings planned, amounts of food served and food remaining after meal service were unavailable for the current school year through January 2008. FCMAT reviewed the February worksheets, but information was incomplete and the worksheets appeared to have been filled out during the FCMAT visit. The state requires daily menu production worksheets to be completed daily, and noncompliance could result in fiscal action during a state audit.

Approximately 260 student breakfasts are prepared daily, but an average of only 160 breakfasts per day are claimed for reimbursement. The Food Services Unit does not receive meal counts daily as meals for lunch leave the central kitchen before school begins. The amount of food prepared is based on school site enrollment and the number of students who have meal applications on file.

Overproducing approximately 170 lunches and 100 breakfasts per day equates to an estimated expenditure of \$63,000 in annual food cost that is not offset by any income. The Food Services Unit would also realize approximately 25-30% savings in labor cost if the extra food was not produced, and labor hours were reduced accordingly. The Food Services Unit is unable to claim an estimated \$100,000 in federal and state reimbursement per year based on the numbers of meals prepared versus the number of meals claimed. The October 2007 reimbursement claim indicates that only 64% of enrolled students participate in the lunch program. The Food Services Unit should work to increase student participation since claiming additional meals would help cover the extremely high labor cost.

Only five of the county office’s school sites offer the School Breakfast Program. The county office should implement the School Breakfast Program at all sites, which would provide the potential of increased participation from 160 breakfasts per day to more than 400 per day. This increased service should also be well-received and utilized by the students. The additional breakfasts should be prepared and served without an increase in labor hours.

An additional opportunity for increased participation in the food services program is offering breakfast and lunch to the toddlers and infants of students attending the county office’s Teen Parenting Program. The meals would be claimed by following the eligibility and meal pattern requirements. The Food Service Manager should work with the parents, following National School Lunch Program guidelines, to develop the appropriate menu. The Food Services Unit could also implement the After School Snack Program. Local organizations donate paper goods and snacks to various schools. The Food Services Unit should supply these items as part of the reimbursable meal programs. Opportunities for increased revenue may also be available by contracting with private schools and/or charter schools for food services.

The department's utility drivers are a good source of information regarding quality of food delivered and waste or leftover product at the schools. The manager should be encouraged to work with the drivers to determine actual usage. For example, approximately 100 oranges and apples and numerous boxes of cereal and cereal bars were leftover from prior meals at one site. Yet additional apples were delivered the day of FCMAT's site visit. Accurate production would reduce waste and labor costs.

The alternative education schools, grades 7-12, follow Provision 2 meal requirements and the K-12 special education schools are pricing sites. The Food Services Unit believes that the Traditional Meal Pattern and offer versus serve are implemented at all sites. FCMAT reviewed the 2007-08 School Nutrition Program Site List, which states that the Traditional Meal Pattern should be implemented at 27 sites, including summer schools. However, the Enhanced Food-Based Menu Plan should be implemented at six sites. It appears that the Enhanced Food-Based Menu Plan has not been implemented.

Provision 2 Schools

A review of meal participation and claim forms suggests that the number of meals claimed in the current year at Provision 2 schools is based on the number of students eligible for free, reduced price and paid meal categories in the base year. If this is true, the procedure is incorrect. Claims must be based on the number of reimbursable meals served by category in the base year. Care must be taken to ensure meals are claimed properly for Provision 2 schools. If the current practice continues, it could become a finding during the next Coordinated Review Effort (CRE) audit. Information regarding Provision 2 is attached as Appendix A to this report.

Because all meals are served at no charge to children in Provision 2 schools, the food services program no longer receives payment from households who would normally pay the reduced price and full price for meals. Therefore, the school must make up the difference between federal and state reimbursement and actual meal costs. Schools considering Provision 2 must determine whether the savings in administrative costs gained from reducing application burdens and simplifying meal counting and claiming procedures under Provision 2 offset the costs of providing meals at no charge to all children. There is no requirement that a minimum percentage of children enrolled must be eligible for free or reduced price meals. However, Provision 2 may be a good alternative for schools in the school food authority with a high percentage of children eligible for free and reduced price meals. Participating schools may return to standard procedures at any time. The Food Services Unit may request a four-year extension of Provision 2 for a school if the income level of the school's population has remained the same or improved by a negligible amount.

The department should ensure food safety by continuing to check food temperatures and maintaining logs that document the times that each temperature is taken. Holding times for food should also be monitored to ensure compliance with time limits. Some food items are not appealing if held for long periods of time. A sample of each food item served should be kept at holding temperature from the time the food is prepared until the food service truck returns to the central kitchen so that the staff can monitor items daily.

Recommendations

The county office should:

1. Require the Food Service Manager to complete administrative tasks.
2. Significantly reduce or eliminate general fund contributions to the food service program.
3. Evaluate the delivery schedule and number of meals served at each site to determine whether it is fiscally prudent to continue serving each site or whether the department should consider contracting with school districts for meals provided at some of the sites.
4. Ensure that site staff members are trained in appropriate meal counting and collection procedures.
5. Increase student lunch and breakfast participation significantly and/or decrease labor and food costs so that they meet industry standards.
6. Base student meal production on the estimated number of students who will eat breakfast and lunch daily at each site, rather than on eligibility or site enrollment.
7. Direct the Food Services Unit to communicate with sites to develop a daily meal count estimate.
8. Ensure that daily menu production worksheet estimates are available in advance of meal preparation to act as an order guide and preparation schedule for staff. The worksheets must also be completed each day to reflect actual meal counts and amounts of foods prepared and leftover.
9. Implement the School Breakfast Program at all eligible sites.
10. Offer breakfast and lunch to the toddlers and infants of students attending the county's Teen Parenting Program.
11. Implement the After School Snack Program.

12. Consider contracting with private schools and charter schools for food services to increase revenue.
13. Monitor and reduce food waste and leftover/excess production.
14. Ensure that Enhanced Food-Based Menu Planning has been implemented at approved sites.
15. Review calculation formulas used to determine the number of free, reduced price, and paid meals for nonbase year Provision 2 schools. The county office should contact Nancy Parker, Child Nutrition Consultant, Nutrition Services Division of the California Department of Education at (714) 685-3167 for detailed information regarding modifying submitted claims.
16. Review the requirements for Provision 2 meal counting and claiming option and determine whether additional schools should be added or current schools dropped from the program.
17. Direct the Food Service Manager and fiscal services personnel responsible for filing claims for reimbursement to attend Provision 2 training offered by the California Department of Education Nutrition Services Division. The county office should ensure that Provision 2 formulas are applied correctly to claims for reimbursement.
18. Ensure that personnel from the Fiscal Services Department meet with the Food Service Manager weekly to make certain that topics important to both departments are understood by all personnel involved.
19. Monitor food temperatures and holding times to ensure compliance with regulations. The county office should keep a sample of daily food items at holding temperature in the central kitchen and monitor for quality and serving appeal.

Staffing

In addition to providing meals for the school sites, the Food Services Unit operates a catering program and an employee cafeteria that serves approximately 20-25 breakfasts and 35-40 lunches per day. Separate budgets are prepared for the school breakfast/lunch program and the catering/employee cafeteria program. The department includes the following staff members:

- One Food Service Manager – eight hours
- Five food service assistants – four hours each
- One Cook – four hours
- Two utility drivers – eight hours each

In 2001-02, six cafeteria cook and assistant positions were reduced from eight hours to four hours per day as a cost saving measure. At present, the six four-hour positions are scheduled to work in two separate shifts. Three work from 5:30 a.m. to 9:30 a.m. and three work from 10 a.m. to 2 p.m. One shift of workers is frequently unable to complete required tasks before the end of the workday, and the manager feels responsible for personally finishing those duties. The manager works with the assistants to ensure food is prepared to meet transport, cafeteria and catering deadlines.

Because the manager helps prepare food, this employee indicated there is insufficient time for training and required administrative duties. These duties include completing inventories, filling out menu production worksheets, making site visitations, participating in department meetings and joining allied associations.

It is essential for the Food Service Manager to fulfill the requirements of the position's job description and program requirements. FCMAT observed that several of the required duties are not being completed. Time must be scheduled to complete required paperwork, ensure counting and claiming procedures are followed according to program regulations, make certain meal patterns and portion requirements are followed, increase participation and reduce expenditures to reduce/eliminate contributions from the general fund, visit schools, communicate with peers and students, participate in training sessions, provide training to the staff, and complete annual staff evaluations. The upcoming Coordinated Review Effort (CRE) audit may result in fiscal sanctions if the state requirements are not in place. Several of these areas were cited in the CRE dated March 2005.

Given the current student meal participation, the minimal number of meals served in the employee cafeteria and infrequent catering orders, the central kitchen is significantly overstaffed. As previously discussed, the department produces approximately 19 meals per labor hour and should prepare 40-50 meals per labor hour, according to industry standards. If meal counts do not increase, staffing should be reduced to meet industry standards. It may also be beneficial to stagger the food service staff's shifts throughout the day to provide better coverage for the central kitchen.

The department's two utility drivers deliver meals to school sites and also deliver mail to and from the sites. The utility drivers' salaries and benefits are charged entirely to the food service budget.

The Food Services Unit does not have a staff member assigned to clerical tasks, and the manager processes student meal applications. Reassigning application processing to the fiscal services staff should provide the manager with more time to perform administrative duties.

Training for the central kitchen staff in areas such as food safety and basic food preparation should be provided to help optimize service and knowledge in the department. The Food Service Manager should also receive leadership/supervisory training, which can be obtained through organizations such as the California Association of School Business Officials (CASBO), the Association of California School Administrators (ACSA), and the California School Nutrition Association (CSNA). The manager should also visit other county office and district food service operations to develop further expertise in the food service field.

Central kitchen staff members have not received performance evaluations in several years. It is important for employees to receive evaluations annually and for the manager to ensure that the collective bargaining agreement is followed concerning the evaluation process.

Recommendations

The county office should:

1. Increase meal counts or reduce the staff in accordance with industry standard meals per labor hour. The county office should also ensure that provisions of collective bargaining agreements are followed when making changes to positions.
2. Consider staggering the shifts for part-time employees to provide for an overlap in coverage throughout the day.
3. Consider prorating the utility drivers' salaries to the general fund based on the portion of time spent delivering mail.
4. Consider processing meal applications in the Fiscal Services Department.
5. Provide the central kitchen staff with training in areas such as food safety and basic food preparation.

6. Provide the Food Service Manager with training in areas such as employee evaluation and leadership/supervisory skills. The county office should also encourage the manager to visit other county office and district food service operations.
7. Ensure that staff performance evaluations are completed annually and in accordance with the collective bargaining agreement.

Purchasing and Inventory Control

Inventory records for food and supplies were not available for 2005-06, 2006-07 and 2007-08. FCMAT was provided a commodity inventory form, however, the information on the form was incomplete and did not agree with orders and usage. It is imperative to inventory food and supplies monthly especially because of the extremely high cost of food at present. The department should be able to track all food items from the time food arrives at the central kitchen until it is served. The manager should work with fiscal services personnel to formulate a basic computer spreadsheet to calculate the value of food and supplies on hand.

The department receives United States Department of Agriculture (USDA) commodity foods through membership in the Super Foods Co-Operative. Commodities are USDA-donated foods that may be used in the National School Lunch/Breakfast Program. A school agency's commodity entitlement is established annually by the federal government and is based on the number of reimbursable lunches served. The commodities may be processed into more usable items by sending them to processors who have been approved by the state or the USDA. Processors must meet specific requirements and are regularly reviewed by the state or USDA. Processors are required to have an approved agreement on file to participate in the program. Commodity processing allows agencies to better utilize USDA-donated foods by converting them into more convenient and usable items. Processing commodities often makes the most efficient use of donated foods by reducing waste, stabilizing food costs through portion control, providing a variety of food choices and increasing food safety.

Other items are purchased each week from various vendors. The Food Services Unit does not bid or use requests for quotations (RFQs) for the purchase of noncommodity foods, baked goods, dairy products, produce and other supplies. A review of produce and dairy invoices found that the department pays full retail or "off-the-street" prices for these items. This was confirmed when FCMAT met the produce vendor during a regularly scheduled delivery. Oranges delivered the prior week were spotted, brown, and were not navel oranges for eating, but cost slightly more than 15 cents each. The team inspected size 125 apples and learned the price was 25 cents each, considerably more than the acceptable price in most districts. The vendor credited the department for the prior delivery, agreed that the product was inferior and stated the pricing was not comparable to surrounding school district bid pricing. The following day, the vendor provided a revised price list and indicated his willingness to work with the manager.

The practice of using bids or RFQs for the purchase of major food items and supplies should result in lowering food cost from the current 89% of income to a more acceptable level. By receiving consistently acceptable and appealing products, students and adults are more likely to participate in the food service program and less likely to discard food.

Recommendations

The county office should:

1. Ensure that food and supplies are inventoried monthly and create a computer spreadsheet to calculate the value of the inventory.
2. Use current inventory counts when purchasing food and supplies.
3. Assign the Food Service Manager to work with the Purchasing Department to develop specifications for food and supplies and award annual vendor contracts based on bids or RFQs.

School Menus

The Food Services Unit offers two student lunch menus each month. The special education lunch menu offers items such as meatloaf, chicken nuggets, ravioli, macaroni and cheese, canned fruits and vegetables on a repetitive basis. All these foods are easily modified to meet students' requirements for whole, ground, and puréed foods. A second menu, ACCESS/YFRC is for alternative education students and typically includes minicheeseburgers, burritos, pizza, chicken sandwiches, oranges, apples and shredded lettuce. Special education students may also choose the ACCESS/YFRC menu.

The special education menu for March 17 included meatballs, green beans, applesauce, Elf Grahams and milk; March 18 included chicken patty, sweet potatoes, fruit mix and milk. The food service staff prepares the food, heats, wraps it in foil and places it in warmers for transport. The meals seem to be acceptable to students and the staff.

The ACCESS menu for March 17 included corn dogs, vegetarian beans, apple and milk; March 18 included minicheeseburgers, pickle chips, shredded lettuce, apple and milk. The students were asked their likes and dislikes for food items and made reasonable requests for some changes to the menu.

The 2007-08 School Nutrition Program Site List indicates that the Traditional Meal Pattern should be implemented at 27 sites including summer schools and the Enhanced Food-Based Menu Plan should be implemented at six sites. Haster Day School does not indicate which meal pattern should be followed. It was not possible to determine whether all meal components were offered each day because menu production records, portion sizes and food specifications were not available from July 2007 through January 2008. However, it appears that the Enhanced Food-Based Menu Plan has not been implemented.

The Enhanced Food-Based Menu Plan requires additional servings of fruit/vegetable and grain/bread components. A smaller serving option is available for students in kindergarten through third grade. Older students will benefit from the additional food and increased nutritional value of this meal plan. Appendix B, which is attached to this report, includes information regarding Enhanced Food-Based Menu Planning.

Federal guidelines require a completed Medical Statement (CDE Form CNP-925) for all requests for special meals and/or accommodations. The Food Services Unit should distribute these forms to the school sites and ensure that a form is completed and on file before modifying menu items for students. A copy of CDE Form CNP-925 is attached as Appendix C to this report.

Recommendations

The county office should:

1. Consider implementing the Enhanced Food-Based Menu Planning option for breakfast and lunch at all sites instead of the Traditional Food-Based Menu Plan.
2. Direct the Food Service Manager to work with the county office nutritionist to establish student focus groups to help revise the menus and taste test new food items and assist with nutrition education.
3. Include the Food Service Manager on the Wellness Policy Committee.
4. Ensure that CDE Form CNP-925 is completed and on file before modifying menu items for students.
5. Contact Nancy Parker, Child Nutrition Consultant, at the California Department of Education at (714) 685-3167 for assistance in areas of concern such as menu planning, menu production records as well as any other required documentation that is not being completed.
6. Direct the Food Service Manager to attend food-based menu planning classes which are periodically provided by the California Department of Education Nutrition Services Division. Inquiries should be directed to Violet Reoffs at (916) 322-1563 or (800) 952-5609; or Anna Jones at anajones@ucdavis.edu or (530) 752-8905.

Site Visits

FCMAT visited a special education school site, a teen parenting program, and an alternative education site. Several of the special education students require modified foods such as puréed and mechanical soft in addition to regular foods. The site counts meals served to students and reports the numbers to the school secretary who completes the daily roster. Daily meals are counted by eligibility category, recorded on a spreadsheet, and the information is sent to the Food Services Unit at the end of the month for compilation in the reimbursement claim. The secretary notifies the Food Service Manager of dropped and added students by e-mail as the changes occur. Breakfast is not available at this site. The on-site staff is helpful and supportive.

The teen parenting program provides lunches for enrolled adults. Food must be brought from home for babies and young children. Breakfast is not available at this site, but was requested by the site during FCMAT's visit. Site staff members report that they have been told they do not qualify for the breakfast program since lunch is served at 10:30 a.m. Classes are held from 9 a.m. to 1 p.m., and the program hours are from 7:30 a.m. to 3 p.m.

FCMAT met with students and staff members at the alternative education site to discuss the food service program. The students made reasonable requests for salads, additional quality fresh fruits and vegetables, ranch dressing and breakfast cereal. They frequently rejected baked/vegetarian beans, macaroni and cheese, soggy quesadillas and garlic bread pizza. As a class project, the students plan to correspond with the Food Service Manager explaining their opinions and offering suggestions for an improved menu.

Some sites have student stores that offer snack foods for purchase during the school day. Several state and federal regulations must be followed regarding competitive food sales on school campuses. Appendix D, which is attached to this report, provides information from the California Department of Education and the California School Nutrition Association regarding competitive food sales.

Sites use several different forms to record daily meal counts. These forms are forwarded to the Food Services Unit monthly, tallied manually by the Food Service Manager and transferred to an Excel spreadsheet. Based on the size of the program, it is probably not cost efficient to purchase a point-of-sale (POS) system. However, a standard spreadsheet should be developed for all sites and made available on the county server so the manager can retrieve the information daily. Food Services personnel should also be provided with training on the spreadsheet software to allow site counts to be downloaded into one monthly spreadsheet.

A supply of paper products required for meal consumption is left at each site. The sites are to notify the department when additional supplies are needed. However, this practice is not consistently followed, and some sites obtain the necessary paper products from other sources.

The Food Services Unit should welcome the opportunity to meet with students, improve menu choices and increase participation. A varied menu with several entrée choices, quality fresh fruits and vegetables and flavored milk should result in increased participation. Breakfast and lunch menus should be revised based on student acceptability and on food items that maintain their aesthetic appeal when transported from the central kitchen to the school sites.

Recommendations

The county office should:

1. Direct the Food Service Manager to work with the county office Technology Department and/or Fiscal Services Department to develop standard forms and spreadsheets to record meals served by category. The county office should require all sites to use the same forms and report the information to the Food Services Unit on a daily basis.
2. Confirm that approved meal counting and collection procedures are followed by site staff, portion sizes are correct and follow the meal pattern, offer versus serve is implemented, and amounts of leftover food items are recorded.
3. Implement the School Breakfast Program at all sites, including teen parenting programs.
4. Direct the Food Service Manager to visit every school site several times during each school year and obtain student input on menu development.
5. Ensure that state and federal regulations regarding competitive food sales are followed.
6. Implement a process to ensure paper goods necessary for meal consumption are provided with each meal.

Catering

The Food Services Unit has a catering program that offers simple breakfast and lunch items for meetings at the county's administrative offices. The county office often orders food from outside vendors instead of the Food Services Unit because the unit does not provide enough flexibility to its customers. The department requires five days' notice for catering requests and discourages customers from ordering certain foods, such as meat trays, that staff considers time consuming to prepare. This is cumbersome for customers and may cause the department to lose business. When confronted with last-minute orders, the department should discuss with customers what food options are available. For example, instead of Danish, the department can offer site-baked coffee cake. Meat trays and rolls can be offered instead of sandwiches. When taking orders for catering, it is important to give customers what they want.

Fruit platters were ample in quantity, but lacked aesthetic appeal. Ideas for a more creative presentation would include slicing instead of dicing some fruit. This would also save production time. After a morning function catered by the department, only cantaloupe was left on the trays. This would indicate that either the melon was not ripe or the fruit trays did not contain enough variety.

The amount of time spent to prepare some catering orders should be monitored and reduced. For example, FCMAT observed that it took too much time to prepare a catering order for sandwiches, and the meat portions were too large. The department slices meats very thinly, which makes it difficult to ensure the correct weight for each sandwich. This practice also makes it more time consuming to prepare a meat tray since each piece of meat must be rolled for aesthetic appeal. If the meats were sliced a little thicker, they could be layered on trays attractively in much less time than the current process. The meat slicer should be kept sharp so the meats can be sliced with the appropriate thickness. The department should also check pricing for presliced meats and cheeses and compare those prices with the cost of having an employee slice meats. Appearance and quality must also be considered when comparing products.

It is important to consistently present catered food items in an appealing manner. While the department serves some foods on round catering trays, some are served on cafeteria trays covered with foil and a paper doily. Table cloths should also be used when catering. If linen table cloths are not available, colored paper cloths should be used, possibly with a color scheme that identifies the Food Services Unit.

The department lacks some of the proper equipment needed to complete required tasks. To improve production time, the proper tools and equipment should be acquired and the staff should be trained in their proper use. For example, sharp knives, an avocado slicer, an ounce scale, a tomato slicer and instant thermometers could help increase production.

Some catering items are priced less than the same items in the employee cafeteria. For example, the eight-ounce yogurt is listed for 75 cents on the catering order form and priced at \$1 on the cafeteria menu. Catering items should not be sold for less than the price in the employee cafeteria since they are delivered by the food service staff. All catering prices should be reviewed, and a standard mark-up should be applied to most items that reflects a 33 to 40% food cost. For example, if a product costs 50 cents, the selling price would be \$1.25 to \$1.50. Items such as coffee, and fountain drinks typically reflect a much higher mark-up because these are a program's profit-making products.

Food costs for the employee cafeteria and catering program should be between 33 to 40% and labor costs from 35 to 45% of income. The 2007-08 third quarter income and expense statement reflects food cost at 49% and labor at 59% of income. Because the food services staff members work to prepare meals for the National School Lunch Program and the catering/employee cafeteria programs simultaneously, it can be difficult to determine the exact amount of labor to attribute to each program. Labor hours should periodically be assessed to ensure each program is charged correctly.

Recommendations

The county office should:

1. Consider modifying the order notification time for catering requests to 24 hours to reflect industry standards.
2. Provide customers with food options for last-minute orders.
3. Use a variety of appealing and ripe fruits for catering.
4. Consider using presliced meats and cheeses for catering orders.
5. Provide employees with training on portion size, presentation and production methods to ensure that time and money are not spent unnecessarily for labor and food costs.
6. Acquire and use the appropriate catering equipment to enhance production and provide appealing serving displays.
7. Price catering items at or above prices for the same items in the employee cafeteria.
8. Ensure that a mark-up that reflects a 33 to 40% food cost is applied to most catering items.

9. Significantly reduce or eliminate general fund contributions to the employee cafeteria/catering program.
10. Reevaluate the number of labor hours being charged to the catering/employee cafeteria program.
11. Increase meals served and catering orders or reduce staff in accordance with industry standards. The county office should ensure that provisions of collective bargaining agreements are followed when making changes to positions.

Employee Cafeteria

The food service staff members are friendly, helpful and provide quick service. The employee cafeteria is clean, but lacks décor. A large menu board with prices should be prominently displayed instead of taping an 8½ x 11-inch piece of paper to the counter with the typed menu items and prices. The foods prepared for sale were attractively presented with the exception of the cottage cheese cups that were displayed in covered Styrofoam bowls. The cafeteria offers a broad menu including made-to-order salads, hot and cold sandwiches and a daily special.

The St. Patrick's Day corned beef, potatoes and cabbage special was appealing, but was not sufficiently advertised, and only one of 13 prepared meals was sold. The portions for the special were generous and appeared to represent a high food cost especially since 12 servings were not sold.

The cafeteria is open for breakfast from 7:45 a.m. to 9 a.m. and is reported to serve approximately 20-25 customers per day. The cafeteria is open for lunch from 11:30 a.m. to 1 p.m. even though many employees don't eat lunch until 1:30 p.m. On the day FCMAT observed the employee cafeteria during lunch, there were approximately 40 customers. The county office administration facility houses approximately 400 employees. The customers arrived throughout the lunch period, generally on the hour and half-hour.

One employee usually works on the serving line and rings a bell when additional staff members are needed. At peak periods, the manager and all three food service employees on shift work the serving line. Until there is greater participation in the cafeteria, two employees should be sufficient to serve customers. During a minor rush that occurs about 12:30 p.m., a third employee might be needed on the serving line for approximately 10 minutes. Since many county employees take their lunch break at 1 p.m. or later, the cafeteria would benefit from staying open longer. With the rescheduling of food service employee starting times, the cafeteria could stay open longer and still have time to clean and prepare for the next day.

The employee cafeteria should be advertised extensively throughout the county office. The cafeteria menu is located on the county's Web site, but is not easy to access.

The department should consider introducing new items in the cafeteria. For example, some school agencies have worked with Starbucks Coffee to offer coffee, lattes, cappuccinos and mochas to staff. This would require an initial investment, but could increase sales dramatically.

Recommendations

The county office should:

1. Install a large, attractive menu board above the serving line.
2. Update the cafeteria décor with bright new table covers and hang pictures on the walls.
3. Limit the menu options available. Salads should be prepackaged and placed in the refrigerated case. Sandwich options should be limited to one or two cold and one or two hot choices per day. One of the choices could be the most popular sandwich served daily.
4. Ensure food service employees are trained on portion sizes.
5. Consider staying open longer during the lunch period.
6. Monitor times for breakfast sales, and determine whether cafeteria breakfast hours should be changed based on the county office's employee start time of 8 a.m.
7. Limit the number of employees on the serving line to two except during a rush period where three may be required.
8. Work with the Technology Department to make the cafeteria menus easier to view on the Web site. The county office should consider creating an advertisement that displays on each employee's computer screen advertising the daily special.
9. Consider introducing new items in the employee cafeteria.

Appendices

- A. Provision 2 Guidance and Claim Worksheet
- B. Enhanced Food-Based Menu Planning
- C. Medical Statement to Request Special Meals and/or Accommodations
- D. Food Sale and Beverage Restrictions
- E. Financial Data
- F. Study Agreement

SPONSOR PROVISION 2 CLAIM WORKSHEET

MULTIPLE SITES

Agency: _____

Month/Year: _____ Base Year: _____ Meal: Breakfast [] Lunch []

Apply base year claim percentages for each site to subsequent years' total meal counts for corresponding month

1. Site Name	BASE YEAR				CURRENT YEAR _____		
	2. Base Year Meals Claimed Actual meal counts claimed by eligibility category	3. Site Claim Percentages Base year free, reduced and paid meals divided by total meals (2.).			4. Current Year Site Total Meal Count	5. Current Year Site Meals to Claim by Category (Column 3 %age X Column 4)	
	Free		Free %				Free
	Reduced		Reduced %				Reduced
	Paid		Paid %				Paid
	Total		Total %	100 %			Total
	Free		Free %				Free
	Reduced		Reduced %				Reduced
	Paid		Paid %				Paid
	Total		Total %	100 %			Total
	Free		Free %				Free
	Reduced		Reduced %				Reduced
	Paid		Paid %				Paid
	Total		Total %	100 %			Total
	Free		Free %				Free
	Reduced		Reduced %				Reduced
	Paid		Paid %				Paid
	Total		Total %	100 %			Total
	Free		Free %				Free
	Reduced		Reduced %				Reduced
	Paid		Paid %				Paid
	Total		Total %	100 %			Total
	Free		Free %				Free
	Reduced		Reduced %				Reduced
	Paid		Paid %				Paid
	Total		Total %	100 %			Total
	Free		Free %				Free
	Reduced		Reduced %				Reduced
	Paid		Paid %				Paid
	Total		Total %	100 %			Total

CONSOLIDATION

Month/Year: _____ Base Year: _____ Meal: Breakfast [] Lunch []

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Provision 2 Guidance

National School Lunch and School Breakfast Programs



**USDA
Food and Nutrition Service**

Summer, 2002

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Provision 2 Guidance

National School Lunch and School Breakfast Programs

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Introduction – The Special Assistance Alternatives

Traditionally, school officials annually distribute free and reduced price meal applications to households of all enrolled children and make determinations of eligibility for free and reduced price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). They also count the number of meals served by type (free, reduced price and paid meals) at the point of service on a daily basis to claim Federal reimbursement. In an effort to reduce paperwork and other administrative burdens at the local level, Congress incorporated into Section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 USC 1759a) three alternative Provisions to the traditional requirements for annual determinations of eligibility for free and reduced price school meals and daily meal counts by type. These alternatives are commonly referred to as Provision 1, Provision 2, and Provision 3.

The Federal regulations for Provisions 1, 2, and 3 are found in 7 CFR 245, Determining Eligibility for Free and Reduced Price Meals and Free Milk In Schools. For a more detailed description of the Provisions, see Appendix A.

- Provision 1 reduces application burdens by allowing schools where at least 80 percent of the children enrolled are eligible for free or reduced price meals to certify children eligible for free meals for a 2 year period. Schools continue to take daily meal counts of the number of meals served to children by type as the basis for calculating reimbursement claims.
- Provision 2 requires that the school serve meals to participating children at no charge but reduces application burdens to once every 4 years and simplifies meal counting and claiming procedures by allowing a school to receive meal reimbursement based on claiming percentages. Additional 4-year extensions to Provision 2 are possible when certain conditions are met.
- Provision 3 requires that the school serve meals to participating children at no charge but reduces application burdens and meal counting and claiming procedures by allowing a school to receive a comparable level of Federal cash and commodity assistance as the school received in the last year in which free and reduced price eligibility determinations were made, adjusted for enrollment, inflation and operating days if applicable, for a period up to 4 years. Additional 4-year extensions to Provision 3 are possible when certain conditions are met.

This guidance addresses Provision 2. The guidance is intended for personnel in State agencies and school food authorities/schools currently participating in the federally assisted school nutrition programs who are familiar with traditional operating procedures. This would include determining free and reduced price meal eligibility and meal counting and claiming procedures for meal reimbursement and review and recordkeeping requirements.

OVERVIEW OF PROVISION 2

A school participating in Provision 2 must serve National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) meals to all participating children at no charge for up to 4 consecutive years. In return, Provision 2 offers schools a reduction in some administrative burdens associated with the distribution of free and reduced price meal applications and the determination of household eligibility and eliminates meal counts by type for all but the base year of Provision 2. Households experience a reduction in burden since they are not required to complete the free and reduced price application material or pay for meals.

Provision 2 operates on a 4-year cycle. During the first year, known as the base year of Provision 2, there is no change in traditional procedures and administrative burden. The school distributes free and reduced price meal applications and makes eligibility determinations for participating children, takes daily meal counts by type (free, reduced price and paid) at the point of service, or approved alternate, reports these counts for claiming meal reimbursement, and receives Federal reimbursement based on these counts as it normally does. However, regardless of the children's free, reduced price or paid eligibility category, all children are served meals at no charge

During years 2, 3 and 4 of the cycle, the school makes no new eligibility determinations and continues to serve all children meals at no charge (this would continue to be the case as long as the school operates under the Provision). The school takes counts of only the total number of reimbursable meals served each day, instead of counting meals by type. Reimbursement during these years is determined by applying the percentages of free, reduced price, and paid meals served during the base year to the total meal count for the claiming period in subsequent years. Federal reimbursement is based on these percentages and the meals are reimbursed at the free, reduced price and paid rates.

Because all meals are served at no charge to children in Provision 2 schools, the school is no longer receiving payment from households who would normally be paying the reduced price and full price for meals. Therefore, the school must make up the difference between Federal reimbursement and meal costs. A school considering Provision 2 must evaluate whether the savings in administrative costs associated with reducing application burdens and simplifying meal counting and claiming procedures under Provision 2 offset the costs of providing meals to all children at no charge. There is no requirement that a minimum percentage of children enrolled are eligible for free or reduced price meals. However, Provision 2 may be a good alternative for schools in the school food authority with a very high percentage of children eligible for free and reduced price meals.

Schools may go back to standard procedures at any time. Also, the school may request a 4-year extension of Provision 2 if the income level of the school's population has remained the same or improved only negligibly.

Chapter 1 – Base Year - Getting Started

Provision 2 operates on a 4-year cycle. During the first year of Provision 2, known as the **base year**, the school serves all children meals at no charge regardless of the children's free, reduced price or paid eligibility category, but otherwise operates the meal programs under standard procedures.

▪ General

How do Provision 2 procedures differ from those under standard meal counting/claiming procedures?

The most significant difference between procedures in Provision 2 schools and those schools not operating under Provision 2 is that Provision 2 schools must offer reimbursable meals to all participating children at no charge for as long as they operate Provision 2. Except for offering all meals at no charge and associated adaptation of the household notification, other procedures in the first year of the Provision 2 cycle (base year) are the same as non-Provision 2 schools:

- Free and reduced price meal applications must be distributed;
- Eligibility determinations must be made;
- Meals must be counted and claimed by type at the point of service (or approved alternate), with Federal reimbursement based on these counts; and
- The verification of eligibility requirements must be met.

The major differences between Provision 2 schools and traditional schools occur in non-base years. In the second, third and fourth years of the Provision 2 cycle, Provision 2 schools make no new eligibility determinations. Additionally, Provision 2 schools take point of service counts of only the total number of reimbursable meals served daily, rather than the number of meals by type (free, reduced price and paid). Reimbursement during these years is determined by applying the percentage of free, reduced price, and paid meals served during the base year to the total meal count for the month being claimed.

Are there special criteria that a school or school food authority must meet to participate in Provision 2 and begin a base year?

Yes. You must have approval from your administering State agency prior to beginning Provision 2. There is no requirement that a minimum percentage of children enrolled are eligible for free or reduced price meals. However, the school must be prepared to pay the difference between Federal reimbursement and the cost of providing all meals at no charge from sources other than Federal funds.

▪ **School Food Authority Requirements**

May a school food authority *or a State agency* require all schools in a school food authority to go on Provision 2 in order for any of the schools to go on Provision 2?

Yes.

May Provision 2 schools within a school food authority be on different four-year cycles?

Yes. Provision 2 schools may have different base years.

We operate both a breakfast program and a lunch program; must we implement Provision 2 in both programs?

No. You may operate Provision 2 in the breakfast program only or the lunch program only. However, you will have to obtain new applications each year and continue to take categorical counts for the program not operating under Provision 2.

▪ **Base Year Requirements**

What must we do in the base year?

For Provision 2 schools, the school food authority must:

- Obtain State agency approval to operate the breakfast and/or lunch program using Provision 2 procedures in some or all schools in the school food authority;
- Offer reimbursable breakfasts and/or lunches at no charge to all children, regardless of the children's eligibility status;
- Notify the public of the availability of school meals and distribute free and reduced price applications (If not using the delayed implementation – see "Implementation Dates" - the public notification must announce meals at no charge);
- Make free and reduced price meal eligibility determinations and ensure that applications from the Provision 2 school have an equal chance of being selected for verification in accordance with the school food authority's verification procedures;
- Count meals at the point of service (or approved alternate) and claim those meals according to the eligibility status of the children served;

- Calculate monthly or annual claiming percentages for use in the non-base years; and
- Retain specified base year records for the entire period that the school operates under Provision 2 (base year plus all extensions), plus three years, or longer if there are audit findings and until resolution of the findings.

How do we obtain State agency approval to operate under Provision 2 procedures?

In all cases, in order for your State agency to consider approval for Provision 2, you must operate a system that:

- Accurately determines the eligibility status of students;
- Accurately counts meals, by type, at the point of service or approved alternative; and
- Accurately reports and claims meals for reimbursement.

Each school food authority must have a current and approved Free and Reduced Price Policy Statement on file with the State agency by October 15. Prior to a school implementing Provision 2 procedures, the school food authority must amend its approved policy statement and obtain State agency approval for each of its schools choosing to operate under Provision 2. Check with your State agency for specific requirements and procedures to amend your approved policy statement.

Why must we amend the free and reduced price policy statement for Provision 2?

Regulations require that a school food authority amend its policy statement when there is a significant change in free and reduced price policy and submit the amendment to the State agency for approval. Changing from standard procedures to Provision 2 procedures represents a significant change in free and reduced price policy. Amendments to the policy statement must identify the school(s) that will implement Provision 2 and accurately reflect the meal counting and claiming procedures that will be used in that school(s).

What must we include in the amendment to the policy statement?

Your State agency may have specific requirements; check with them. At a minimum, for each school that will be operating under Provision 2, the policy statement must include:

- The name of the school;
- The program(s) (NSLP, SBP or both) operating under the Provision;
- The initial year and month of implementation;

- The years the cycle is expected to remain in effect;
- The year the Provision must be reconsidered;
- The socioeconomic data that will be used to support any extension of Provision 2; and
- Certification that the school(s) meet the criteria outlined in 7 CFR 245.9(b).

▪ **Implementation Dates**

Must Provision 2 start at the beginning of the school year?

Yes, unless the State agency approves a delayed implementation.

What is delayed implementation?

Schools must implement Provision 2 at the beginning of the school year. However, the State agency may allow a school to delay implementing Provision 2 for a period not to exceed the first claiming period of the base year. Delayed implementation permits Provision 2 schools to charge participating students for reduced price and paid meals in the first claiming period of the base year. This exception is permitted to assist schools in securing completed free and reduced price applications from households which might not otherwise submit an application if there is no charge for meals. Annual claiming percentages (see Appendix B) are applied to the comparable claiming periods in the non-base years.

Can we carry over last year's eligibility during the delayed implementation period?

Yes. However, carrying over last year's eligibility would undermine your ability to obtain the free and reduced price applications for the base year. If you choose to carry over prior year's eligibility status during a delayed implementation, consider using it for a shorter time frame (e.g., one week rather than 30 operating days). Remember, delayed implementation is only available for the first claiming period of the base year.

What is considered the first claiming period?

Generally, Claims for Reimbursement are filed for meal service provided in each month. Regulations allow that if the first or last month of Program operations for any school year contains 10 operating days or less, such month may be combined with the Claim for Reimbursement for the adjacent month. As an example, if a Provision 2 school starts mid-August with 8 operating days and there are 15 operating days in September, these two months could be considered the first claiming period (for a total of 23 operating days). In this example, the State agency could approve delayed implementation of Provision 2 from the August start of school through the month of September, 23 operating days. If there were 11 operating days in August, the State could only approve

delayed implementation for the month of August, 11 operating days.

What is considered the first claiming period for schools that operate as a year-round school?

For schools that operate on a year-round schedule the first claiming period begins with the first operating day that begins on or after July 1.

When a year-round school has different tracks of students, can the school food authority stagger the delayed implementation to correspond to each track?

No, the delayed implementation is only allowed for the first claiming period of the school year.

▪ **Public Notification**

What are the public notification requirements for Provision 2?

When your school is implementing Provision 2, you must notify the media and distribute a letter to parents/guardians about the availability of school meals at no charge under the NSLP and, if applicable, the SBP. This would normally occur at the beginning of the school year unless you are delaying implementation. The school food authority may use the non-pricing public release, which indicates that the school will not be charging any child, regardless of eligibility category, for meals.

The school food authority also must distribute free and reduced price meal applications. The school food authority should modify the letter to parents/guardians, to request that households eligible for free and reduced price meals complete the application so that the school food authority can obtain proper reimbursement in order to continue providing meals to all children at no charge.

If we delay implementation, what are the public notification requirements?

If you delay implementation of Provision 2, you may delay informing households that schools will implement Provision 2. However, you must follow the standard public notification requirements for the period of time the school is not under Provision 2. The school food authority may want to use the standard media release and letter to parents/guardians with a free and reduced price application.

At or about the start of Provision 2 implementation (which must occur at the close of the first claiming period or sooner), schools **must** promptly notify the public and households of the availability of Provision 2 benefits. The public notification may be done through a media release. Each household must also be informed in writing of the availability of meals at no charge. This notice must be provided to all households regardless of eligibility category.

▪ **Determining Free and Reduced Price Eligibility**

Why must we determine children's free and reduced price meal eligibility in the base year?

The eligibility determinations will be used to count and claim meals during the base year and are the basis for claims for reimbursement in non-base years.

How do we determine children's free and reduced price meal eligibility in the base year?

Use standard eligibility determination practices:

- Applications are reviewed for completeness;
- Categorically eligible applications are approved for free benefits;
- Income applications are approved for free or reduced price benefits, or are denied based on the current Income Eligibility Guidelines; and
- Children matched through the direct certification process are approved for free meals.

Must we notify households of their children's eligibility status?

Yes. Households must be notified when they are approved for free or reduced price meal benefits and advised that they must contact the school when their circumstances change as required by regulations. Also, since applications are subject to verification, households need to know that they have been approved and may be selected for verification.

Must we notify households of their child's eligibility status if we delay implementation for the first claiming period?

Yes. You must notify households of their eligibility determination. Households have the right to appeal the eligibility determination of the school food authority. When a household requests an appeal, the hearing procedures outlined in the school food authority's Free and Reduced Price Policy Statement must be followed. However, if an appeal is not resolved at the point the Provision 2 procedures begin, you should continue the hearing procedures even though all meals will be at no charge. In this way, the meals for such students will be claimed in the proper eligibility category during the base year.

▪ **Verification**

Must we verify free and reduced price meals applications in the base year?

Yes. School officials must ensure that the applications in all schools in the school food authority have an equal chance of being included in the verification pool, including the base year Provision 2 schools. The school food authority is not required to conduct additional verification efforts for these schools. You must make necessary eligibility adjustments as a result of verification and these adjustments must be reflected in the claiming percentages developed for subsequent year usage.

Verification efforts must include all activities as required under standard verification procedures. (You may refer to Part 9 of the USDA Eligibility Guidance for School Meals Manual, August 2001, for detailed information regarding verification.)

▪ **Meal Counting**

How are meals counted and claimed in the base year?

During the base year, you must offer reimbursable meals at no charge to all enrolled children. Point of service (or approved alternate) meal counts must still be obtained by meal type (free, reduced price, and paid). The meal counts must be taken on a daily basis for each meal service (breakfast and/or lunch). Therefore, Provision 2 schools must use tickets, tokens or other approved methods to identify children's eligibility status at the point of service.

Is the reimbursement rate the same for Provision 2 schools?

Schools on Provision 2 receive the same rate of reimbursements as schools not on Provision 2.

Does Provision 2 require changes to my meal count system?

No. In the base year, the meal counts for the Provision 2 schools are totaled, by type, as in standard meal counting and claiming procedures. The meal count totals are submitted to the State agency through the established claim system. Provision 2 schools will use the number of meals served by type to develop claiming percentages for reimbursement purposes during non-base years, as discussed in Chapter 2.

Can second meals be counted and claimed for reimbursement during the base year?

No. As in standard operations, schools choosing to offer students a second meal may not claim such meals for Federal reimbursement under any category.

▪ **Internal Controls**

What types of internal controls must be in place for Provision 2 schools?

School food authorities with schools under Provision 2 must continue to meet the requirements of 7 CFR 210.8, Claims for Reimbursement. (You may refer to Appendix C for these requirements.)

What are the base year claims review responsibilities?

At a minimum, claims review procedures must be conducted in the base year as required under 7 CFR 210.8. Check with the State agency for guidance on claims review procedures/edit checks.

If the claims review procedures identify problems with a school's counting and claiming procedures, the school food authority must ensure that the meal counts are corrected prior to submission of the monthly Claim for Reimbursement and that improvements are made to ensure that the meal counting system consistently results in lunch counts of the actual number of reimbursable free, reduced price and paid meals served for each day of operation. Schools with meal counting and claiming problems cannot use the year in question as a base year for Provision 2.

What are the base year on-site review requirements?

If your school food authority has more than one school, you must perform no less than one on-site review of the meal counting and claiming system employed by each school under your jurisdiction by February 1 of each year. This is the same review that is required in any school participating in the NSLP. It is recommended that the on-site reviews of the Provision 2 schools be conducted early in the base year. Check with your State agency for additional on-site review requirements.

If the review discloses problems with a school's counting and claiming procedures, the school food authority must ensure that the school implements a corrective action plan within 45 days of the review, and conduct a follow-up on-site review to determine whether the corrective action has solved the problems. If accurate claims cannot be determined, the school cannot use the year in question as a base year for Provision 2.

▪ **Reporting Data**

How is October enrollment and eligibility data reported to the State during the base year?

Enrollment and eligibility numbers for each Provision 2 school in its base year are reported for October, just as they are during standard meal counting and claiming procedures. The State agency may have more frequent reporting requirements for enrollment and eligibility data.

▪ **Severe Need Funding For SBP And Extra Reimbursement For NSLP.**

How is receipt of severe need funding for the SBP calculated in the base year?

Severe need funding in the base year is calculated the same as the standard method prescribed by your State agency to document receipt of severe need funding. However, since students no longer pay for meals, there are no student payments to reduce the cost of producing a breakfast

How is receipt for the extra 2 cents NSLP reimbursement calculated in the base year of Provision 2?

Eligibility for extra reimbursement in the NSLP for the base year is calculated the same as the standard method prescribed by your State agency.

▪ **End of Base Year and Development of Claiming Percentages**

What are “claiming percentages”?

Claiming percentages represent the ratio of each meal category (free, reduced price, or paid) to the total reimbursable lunches and/or breakfasts served. Each claiming percentage is applied to the total lunch and/or breakfast count respectively for the claiming period during the non-base years.

When do I calculate claiming percentages for reimbursement purposes in the non-base year?

At the end of the base year after the final Claim for Reimbursement has been filed, all of the data is available to calculate the claiming percentages. These claiming percentages will be used for the remainder of the Provision 2 cycle or longer if Provision 2 is extended to subsequent 4-year cycles.

Are there general rules for calculating percentages?

Yes. They are:

- Each category (free, reduced price and paid) must be calculated.
- Carry the calculation to a minimum of two decimal places before rounding (e.g., 86.15%).
- Round the percentages to one decimal place using standard rounding; numbers five and above round to the next higher number, numbers four and below round down (e.g., 86.15% = 86.2%). The percentages rounded to one decimal place will be used to calculate the Claims for Reimbursement.

- If the total percentages for free, reduced price and paid meals do not equal 100, the paid category must be adjusted to make it 100 percent.
- Calculate monthly or annual claiming percentages for each Provision 2 school.

Can we have one set of percentages for all our Provision 2 schools?

No. Each Provision 2 school must have its own set of percentages.

Must a separate set of claiming percentages be developed for each type of meal service?

Yes. The breakfast service must have a set of claiming percentages that are separate and distinct from the lunch service claiming percentages. If a school has an afterschool program that is not area eligible, see Chapter 5.

How are monthly claiming percentages calculated and used in the non-base year?

Monthly claiming percentages are based on the number of reimbursable lunches, by type, served in the Provision 2 school for each month during the base year. Therefore, each month of the base year may have a different percentage of lunches claimed in each category.

The free lunch percentage is derived by dividing the monthly total number of reimbursable free lunches served by the total number of reimbursable lunches served in the same month (free, reduced price and paid). The percentages for the reduced price and paid lunches are calculated using the same method as for free lunches.

These three percentages are applied to corresponding monthly lunch count totals of all reimbursable lunches served in the second, third and fourth consecutive school years, and applicable extensions, in order to calculate reimbursement claims for free, reduced price and paid lunches each month.

The free, reduced price and paid percentages for breakfasts are calculated using the same method. See Chapter 5 for calculating percentages for summer school and afterschool snacks.

How are annual claiming percentages calculated and used in the non-base year?

Annual claiming percentages are based on the total number of all reimbursable lunches by type for the Provision 2 school served over the entire base year. Annual percentages must be calculated using the actual meal counts. Monthly percentages may not be added together and averaged to develop annual percentages. Note: While an annual percentage is always used for the first claiming period in the years following delayed implementation, it need not be limited to delayed implementation situations. An annual

claiming percentage is also useful in certain summer school/afterschool snack situations, as discussed in Chapter 5.

To determine annual percentages, each month's lunch counts for each meal type (free, reduced price and paid) are added together and claiming percentages are calculated. The free lunch percentage is derived by dividing the annual total number of reimbursable free lunches served by the annual total number of reimbursable lunches served for all meal types (free, reduced price and paid). The percentages for the reduced price and paid lunches are calculated using the same method as for free lunches.

These three annual percentages are calculated at the end of the base year after the final Claim for Reimbursement has been submitted to the State agency. The claiming percentages are multiplied by the total number of reimbursable lunches served in each month of the second, third and fourth consecutive school years, and applicable extensions, in order to calculate reimbursement claims for free, reduced price and paid lunches each month.

The free, reduced price and paid percentages for breakfasts are calculated using the same method.

Examples of monthly and annual claiming percentage calculations are provided in Appendix B.

Chapter 2 - Non Base Years

Years two, three, and four of the Provision 2 cycle and any years beyond year four in which Provision 2 has been extended are referred to as non-base years. During the non-base years, Provision 2 schools continue to offer meals at no charge to all children and count only the total number of meals served to children. In non-base years, Provision 2 schools do not conduct the application or direct certification processes or count meals by type (free, reduced price and paid) for the meal services on Provision 2.

▪ Public Notification

Must we amend our free and reduced price policy in non-base years?

Generally no. An amendment to the prior year's policy is usually not required for Provision 2 schools. The school food authority would amend the prior year's policy statement only when there is a significant change in free and reduced price meal policy, such as the Provision 2 schools returning to standard counting and claiming procedures or a change in the point of service counting system used to obtain total daily meal counts.

What are the public notification requirements in non-base years?

The school food authority must continue to notify the public that nutritious meals are available at school, but may use a simplified public release for the Provision 2 schools. Since all meals are served to children at no charge, there are no meal charges or free and reduced price meal eligibility criteria to announce.

▪ Free and Reduced Price Applications

Do we distribute applications and make eligibility determinations?

School officials do not distribute applications, conduct direct certification, or make eligibility determinations of children in Provision 2 schools in the non-base years for the meal services on Provision 2.

Do we provide applications or conduct direct certification for new students in non-base years?

No. Meals served to new students in the non-base years are included in the total daily meal counts and, therefore, included in the claiming percentages when calculating the monthly claim for reimbursement.

Can we collect meal applications in non-base years so that households do not get out of the habit of completing applications or for other program reasons, such as for Title I funding?

No. If you distribute meal applications in a non-base year, you must use the information provided by families to develop claiming percentages (by conducting an entire new base year), or return to standard counting and claiming procedures. The only exception would be for a school taking new applications in the last year of a cycle in order to develop socioeconomic data of the school's population for purposes of requesting an extension (see Chapter 3).

If, however, your school continues to collect household size and income information from enrolled students for other purposes (i.e., Title I, textbook assistance, etc.) during non-base years, applications for these purposes cannot be labeled as meal applications or give any indication that meal benefits are contingent on a return of the application. Additionally, the cost of the application process and staff time cannot be paid for out of the school food service account.

Can we conduct direct certification in non-base years?

No. The National School Lunch Act authorizes schools to obtain information from Food Stamp Program and Temporary Assistance for Needy Families officials only for use in determining eligibility for the NSLP and SBP. During the non-base years, such information is not necessary for operation of the NSLP or SBP and direct certification may not be conducted under National School Lunch Act authority. The only exception would be for schools conducting direct certification in the last year of a cycle in order to develop socioeconomic data of the school's population for purposes of requesting an extension.

If we collect applications or conduct direct certification in the last year of a cycle in order to develop socioeconomic data for purposes of requesting an extension, must we also take meal counts by category and redo our claiming percentages?

No. Schools and school food authorities may collect free and reduced price meal applications and/or conduct direct certification to develop socioeconomic data of the school's population for purposes of requesting an extension. This is a data collection process to establish the socioeconomic level of the school's population and does not require meal counts by category or a recalculation of claiming percentages.

Can I collect applications or conduct direct certification to develop socioeconomic data for extension purposes in the second or third year of a cycle?

No. The collection of free and reduced price meal applications and/or direct certification for extension purposes must be limited to the final school year in the Provision 2 cycle.

■ **Verification**

Is verification required in the non-base years?

The answer depends on the school's participation in Provision 2. If the school only administers one program (NSLP or SBP) and that program is operating under Provision 2, the school is not subject to verification in the non-base years of the Provision 2 cycle. If the school administers both the NSLP and SBP and both of those programs are operating under Provision 2, the school is not subject to verification in the non-base years of the Provision 2 cycle. However, if the school is administering both the NSLP and SBP, but only one of those programs is operating under Provision 2, the school is subject to verification annually for the non-Provision 2 programs.

For any school starting a new base year or a streamlined base year, as discussed in Chapter 3, or returning to standard counting and claiming procedures, standard verification procedures must be followed.

■ **Meal Counting**

How are meals counted and claimed for reimbursement in the non-base years?

During the non-base years, Provision 2 schools count the total number of reimbursable meals at the point of service (or approved alternate) on a daily basis. Meal counts by type, i.e., free, reduced price and paid, are not required. Therefore, tickets, tokens and other forms of exchange that identify a child's eligibility status to the cashier are not required.

At the end of the month, the daily meal counts for the Provision 2 school are totaled by program (NSLP/SBP). The meal count totals are then prorated into categories, free, reduced price or paid by applying the base year monthly or annual claiming percentages. See Appendix B for an example of prorating meals by category. After allocating meals to the proper category, the meal counts are consolidated with the meal counts of other schools (both Provision and non-Provision schools) at the school food authority level and submitted to your State agency through the established Claim for Reimbursement system.

What type of medium of exchange must I use under Provision 2 to identify students?

Usually, schools can continue to use their current system with some simplification since there is no need for categorical classification. In fact, continuing to use a medium of exchange (tickets, token, roster, electronic) helps to prevent claiming second meals for reimbursement. For example, if you use theater-style tickets, you can continue using them without the need to track the tickets by eligibility code. For schools that have electronic systems such as a swipe card or personal identification number (PIN) keypads, Provision 2 does not require eligibility status by child in the non-base year but the system

can still be used to count daily participation, prevent claiming of second meals and allow for students to purchase second meals or a la carte items if available.

In all cases, if you plan significant changes in the free and reduced price policy, including counting and the medium of exchange, the changes must be approved by your State agency.

Can second meals be claimed for reimbursement during Provision 2 non-base years as part of the total meal count?

No, second meals may not be included in the total meal counts which are used to develop the Claim for Reimbursement.

Can second meals or a la carte meals be offered to students during the non-base years?

Yes. Schools under Provision 2 may offer students second meals or a la carte meals during the non-base years of operation. These meals may not be included in the total meal count used for reimbursement.

▪ **Internal Controls**

What is the school food authority claims review process in non-base years?

The claims review process is a simplified system for non-base years and streamlined base years of Provision 2. You only need to compare the daily total number of meals served to the attendance-adjusted enrollment. Comparisons by meal type (free, reduced price and paid) are not required.

- First, determine the enrollment, i.e., the total number of students with access to the lunch program, as of the last serving day in October. You may also use the highest number of students enrolled during the month for internal control purposes.
- Then apply an attendance factor to enrollment to determine the average daily attendance for your Provision 2 school.¹
- Each day's total student meal count is compared to the attendance-adjusted enrollment.
- If the comparison shows more total meals claimed than attendance-adjusted enrollment, you need to follow-up with the school to determine the cause prior to submitting the Claim for Reimbursement to your State agency.

¹ While it is not required that the attendance factor be derived for the individual school, since Provision 2 differs from standard procedures it is strongly recommended that the Provision 2 schools develop their factors from their own population.

How do we calculate our edit check numbers for Provision 2?

The following calculations provide the information necessary to conduct the daily edit check for Provision 2 schools:

$$\frac{\text{\# Students with Access to Program}}{\text{Attendance Factor}} \times \text{Attendance Factor} = \text{Attendance-Adjusted Enrollment}$$

Next compare the attendance-adjusted enrollment to the total number of meals claimed for that day:

$$\frac{\text{Attendance-Adjusted Enrollment}}{\text{Total Daily Meal Count}}$$

If the total daily meal count exceeds the attendance-adjusted enrollment, you need to research the reason(s) why the day's meal counts exceeded the attendance-adjusted enrollment. Prior to submitting the Claim for Reimbursement, you must make corrections or, if necessary, justify the numbers to the State agency. It should be determined if the counting system needs to be changed, and if so, the proper corrective action must be taken.

Do we have to perform the annual on-site review in schools participating in Provision 2 during the non-base years of the Provision or extension?

Yes. You must perform the annual on-site review of all schools in your school food authority, regardless of Provision 2 status or year of cycle, to ensure that meal counts at the point of service (or approved alternate) are being accurately counted and claimed. The exception is that a one-school school food authority does not have to complete the on-site review.

▪ Reporting Data

How do we report the October enrollment and eligibility numbers in non-base years?

Federal regulations require that States gather the enrollment and eligibility numbers for each school food authority at least once a year and report it on the October Claim for Reimbursement. The Provision 2 school data are reported for October just as they are during standard meal counting and claiming procedures. However, since eligibility determinations were not made during the non-base years, adjustments are made to the base year numbers of students eligible based on the percentage increase or decrease in enrollment. The following example demonstrates that if the enrollment increased by 20%, the reported number of free and reduced price eligible students should each be

increased by 20% (making sure that the totals do not exceed the new enrollment numbers).

Example:

In the base year, a school has the following enrollment and eligibility data that were reported as part of the base year's October Claim for Reimbursement:

<p>Enrollment: 100 (actual number as of last operating day in October)</p> <p>Eligible Free: 80 (actual number determined free as of last operating day in October)</p> <p>Eligible Reduced Price: 10 (actual number determined reduced price as of last operating day in October)</p> <p>Eligible Paid: 10 (enrollment minus the sum of free and reduced price eligibles) $100 \text{ (Enrolled)} - 90 \text{ (80 free and 10 reduced price)} = 10 \text{ paid eligibles}$</p>

In the following year, the first non-base year, enrollment has increased to 120 children. This represents a 20% increase in enrollment ($20 \div 100 = 20\%$). Since the eligibility determinations are not made in a non-base year, adjustments are made to the base year numbers of children eligible for free and reduced price meals. As a result, the non-base year October Claim for Reimbursement numbers for this school would be:

<p>Enrollment: 120 (actual enrollment on last operating day in October during the non-base year)</p> <p>Eligible Free: 96 $80 \text{ free from base year} \times .20 \text{ (20\%)} = 16.$ $16 + 80 = 96 \text{ free for non-base year October reporting}$</p> <p>Eligible Reduced Price: 12 $10 \text{ reduced price from base year} \times .20 \text{ (20\%)} = 2.$ $2 + 10 = 12 \text{ reduced price for non-base year October reporting}$</p> <p>Eligible Paid: 12 $120 - 96 - 12 = 12 \text{ paid from base year October reporting.}$</p>

Final Check: $96 \text{ free} + 12 \text{ reduced price} + 12 \text{ paid} = 120 \text{ enrollment}$

If on the final check, the number of free plus reduced price plus paid does not equal the enrollment, an adjustment is made to the paid category. Use standard rounding procedures for calculations.

For each non-base year for schools operating under Provision 2, adjustments (upward or downward) are made to the base year numbers of students eligible based on the

percentage increase or decrease in enrollment from the base year. Your State agency may have more frequent reporting requirements for enrollment and eligibility data requiring adjustments to the numbers of students eligible for meal benefits.

- **Severe Need Funding For SBP And Extra Reimbursement For NSLP.**

How is receipt of severe need funding for the SBP calculated in the non-base years?

Generally, severe need reimbursement in non-base years is calculated in the same manner for Provision 2 schools as for non-Provision 2 schools.

Schools are eligible for severe need reimbursement if 40% or more of lunches were served free and reduced price in the second preceding school year, and if the cost of producing free and reduced price breakfasts, less the payments received from students for reduced price breakfasts, exceeds the regular free and reduced price reimbursement received for these meals. The ratio of free and reduced price lunches claimed to total lunches claimed in the second preceding year is used to determine if the school meets the 40% requirement. Therefore, in the base year and the second year of a Provision 2 cycle, severe need eligibility will be based on the lunch claims for the school in the second year before the base year and the year before the base year, respectively. Beginning in the third year of a Provision 2 cycle, SBP eligibility is determined based on the free/reduced price to total lunches ratio calculated from the base year data, which would remain the same for the each year of the rest of the cycle plus any extensions. In addition, since a school which operates Provision 2 in the breakfast program does not collect any payments from students for reduced price breakfasts, it does not have to subtract any income from the cost of producing free and reduced price breakfasts when determining if it meets the cost requirement for severe need eligibility.

How is receipt for the extra 2 cents NSLP reimbursement calculated in the non-base year of Provision 2?

Eligibility for the 2 cents extra reimbursement for NSLP meals is determined at the school food authority (SFA) level; an SFA is eligible for the extra reimbursement if 60% or more of lunches are served free or reduced price in the second preceding year. The same principle applies as for severe need eligibility. The eligibility is determined based on actual meal claims for the SFA for the second preceding year; meals from Provision 2 schools are included in this calculation in the categories in which they were claimed, as determined based on each schools' claiming percentages.

Chapter 3 - End of Provision 2 Cycles

You may operate the Provision for up to four successive years. At the end of the initial four-year cycle and each subsequent four-year cycle, you have several options to consider.

▪ General

What are my options at the end of a 4-year cycle?

In general, at the end of each four-year cycle, schools on Provision 2 must choose to do one of the following:

- Revert to standard meal counting and claiming procedures;
- Apply to the State agency for an extension of Provision 2;
- Apply to the State agency to operate a new Provision 2 base year in the next school year;
- Apply to the State agency to operate a Provision 3 base year in the next school year; or
- Apply to the State agency to convert to Provision 3 using the original Provision 2 base year as the base year for Provision 3.

Regardless of the option chosen, you must inform your State agency of your planned activity at the end of the Provision 2 cycle. In addition, extensions, new base years or streamlined base years require the approval of your administering State agency prior to conducting these activities. The timeline diagram in Appendix D describes the procedures available to schools as the cycle ends.

What does it mean to get an extension to my current Provision 2 cycle?

An extension allows you to continue Provision 2 for a new cycle, or to convert to Provision 3 using the original Provision 2 base year as the base year for Provision 3. You continue offering meals to all children at no charge without the need to return to a base year; i.e., without having to take new free and reduced price applications, make eligibility determinations, or conduct standard counting and claiming procedures.

At the end of each four-year cycle, the school food authority may apply to the State agency for an extension. The State agency may approve four-year extensions if the income level of the school's population, as adjusted for inflation, has remained stable, declined or had only negligible improvement since the base year. If an extension is not approved, you may apply to operate a streamlined base year, start a new base year or

revert back to standard meal counting/claiming procedures.

What claiming percentages are used during the four years of an extension?

During an approved extension, the claiming percentages that were calculated during the most recent base year are used for reimbursement purposes.

▪ Obtaining an Extension

How do we obtain an extension of the current Provision 2 cycle?

You must apply to your State agency in writing for an extension of your Provision 2 cycle.

How many extensions can we get?

You may apply for an extension every four years. You may continue to be granted an indefinite number of extensions, as long as you can demonstrate that the income level of your school's population has remained the same, declined, or had only a negligible improvement, when comparing the originally approved base year data and comparable current data for the year in which you are requesting the extension.

What information must we submit to the State agency to be considered for an extension?

You must establish to the State agency, through available and approved socioeconomic data, that the income level of the school's population, adjusted for inflation, remained stable, declined, or had only negligible improvement since free and reduced price applications and counts by meal type were taken in the most recent base year.

▪ Negligible Improvement

What is considered "negligible improvement"?

Negligible improvement is defined as an improvement in the base year income level of the school's population that is **five percent or less**, as adjusted for inflation.

How is "negligible improvement" applied to an extension request?

If the income level of your school's population improves by more than 5 percent, after adjusting for inflation, between the base year and the comparison year, that is an indication of significant change either in the school's population or in the income level of the population. Such changes preclude the continued use of the original claiming percentages, an extension cannot be approved, and new claiming percentages must be developed in order to continue operating under the Provision.

How is the 5% calculated?

When the socioeconomic data indicates an increase in the income level of the school's population, calculate the percentage by dividing the difference in the improvement by the base year socioeconomic data.

For example:

A Provision 2 school has a base year enrollment of 350 students with access to the meal program. When the school conducted the direct certification process in the base year, 250 of the 350 students were directly certified. Thereby indicating that 71.4% of the base year enrollment was eligible for free meals through direct certification.

$250 \div 350 = 71.4285$ rounded to 71.4% of enrollment directly certified

The 4th year of the cycle (extension year) the school's enrollment increased to 425 students with access to the meal program. The school conducts the direct certification process and identifies 289 students as directly certified. Thereby indicating that 68% of the enrollment is eligible for free meals through direct certification.

$289 \div 425 = 68.00\%$ of enrollment directly certified

In this example, the direct certification process indicates an improving economic situation in the school (a lower percentage of students (68%) are approved for food stamps when compared with the base year (71.4%)). Since the direct certification process indicates improved socioeconomic conditions, the percent change must be calculated using the difference of the change divided by the base year number.

$68\% - 71.4\% = -3.4\%$

$3.4\% \div 71.4\% = \underline{\underline{4.76\% \text{ improvement}}}$

Since the improvement of 4.76% is less than the 5% allowed, the State has the option to consider this school's request for an extension. The result should not be rounded up since rounding has already taken place in the calculation.

▪ Socioeconomic Data

What is considered "available and approved socioeconomic data"?

Socioeconomic data is the approved source you identified to the State agency on the Free and Reduced Price Policy Statement during the most recent base year. The socioeconomic data used must be equivalent for the most recent base year and the last year, or the year you are requesting the extension, of your current Provision 2 cycle.

At a minimum, any socioeconomic data that is used to request an extension (including the

pre-approved sources listed below) must meet the following criteria:

- Be reflective of the school's population;
- Be equivalent data for both the base year and the last year of the cycle; and
- Effectively measure whether the income level of the school's population (adjusted for inflation) has remained stable, declined or had only negligible improvement.

Provided that the above criteria are met, pre-approved sources of socioeconomic data include: information collected by the city or county zoning and economic planning office; unemployment data; local Food Stamp Program certification data including direct certification; Food Distribution Program on Indian Reservations data; statistical sampling of the school's population using the application or equivalent income measurement process; and Temporary Assistance for Needy Families (TANF) data, provided that the eligibility standards were the same or more restrictive in the base year as the current year with allowance for inflation.

The USDA Food and Nutrition Service must approve any other data. The type of data used for comparison must be the same for the base year and for the last year of the current cycle.

If a school identifies a socioeconomic data source that exceeds the five (5) percent threshold, may the school select another pre-approved socioeconomic data source that does not exceed the five (5) percent threshold?

Yes, as long as the school can provide data from the same data source for the base year to compare against.

May the school select a data source other than one that is pre-approved?

Yes, this is allowed if the State agency and USDA Food and Nutrition Service approve.

Can citywide or countywide data, such as county unemployment data, be used toward granting an extension?

Data sources such as county or city data may be used in consideration for an extension if the data are reflective of the school's population, equivalent for both the base year and the last year of the cycle, and effectively measure whether the income level of the school's population (adjusted for inflation) has remained stable, declined or had only negligible improvement. To be considered reflective of the school's population, the data must directly correspond to the area covered under the school's attendance area. For example, city data that cannot be disaggregated to the school's attendance area is not considered reflective of a school's population.

What data sources should be used for schools that have no defined attendance area, such as a private school or magnet school?

The school must develop a method of establishing the socioeconomic status of their enrolled population. In such cases a statistical sample, utilizing applications, of the eligibility status of the school's population could be conducted utilizing the application process and the current income eligibility guidelines or direct certification process and comparing the results to the base year data.

▪ **Extension Denied**

What happens if my request for an extension is not approved?

You must do one of the following:

- Return to standard counting and claiming procedures;
- Conduct a new base year for Provision 2 or a base year for Provision 3; or,
- Request approval from your State agency to conduct a streamlined base year.

▪ **Return To Standard Procedures**

Can we decide not to renew the Provision 2 cycle, and return to standard counting and claiming procedures?

Yes. You may opt to return to standard counting and claiming procedures at any time during or at the end of the current Provision 2 cycle.

What must we do if we decide to return to standard meal counting and claiming?

You must amend your policy statement on file at the State agency, informing them of changes to the meal counting and claiming system. In general, your tasks will be the same as the standard operating procedures for all non-Provision schools who participate in the NSLP and SBP. Timely public notification is especially important.

▪ **Conduct A New Base Year**

What if we decide to establish a new Provision 2 base year?

You will be required to amend your policy statement, provide a public notice and parent letter, collect and approve applications and direct certification if applicable, conduct verification and count reimbursable meals at the point of service (or approved alternate) by category to establish new claiming percentages. All meals must be served at no charge to participating students (with the exception of the first claiming period if

approval for delayed implementation is granted).

What if we decide to change to Provision 3?

When socioeconomic data does not support an extension, you must conduct a Provision 3 base year in accordance with the Provision 3 regulations and guidance material. Contact your State agency for information on Provision 3.

▪ Streamlined Base Year

What is a streamlined base year?

The State agency has the option whether to approve the use of a streamlined base year for schools that applied for, and did not receive, an extension. In a streamlined base year, the school determines program eligibility for a statistically valid sample of either 1) all enrolled students with access to the applicable meal program as of October 31 or other date approved by the State agency (enrollment-based) or 2) enrolled students participating in the applicable meal program (participation-based). All children must be offered meals at no charge during a streamlined base year.

Using the data obtained, enrollment-based or participation-based claiming percentages representing the proportions of the school's population eligible for free, reduced price and paid meals must be developed and applied to total daily meal counts of reimbursable meals at the point of service. These percentages must be used for claiming reimbursement for each year of the new cycle, including the base year, and any extensions. As with the original base year, separate claiming percentages must be developed for the NSLP and SBP if both programs are operating under Provision 2. The use of a streamlined base year is subject to approval by the State agency.

When can we use a streamlined base year?

A streamlined base year can only be used by Provision 2 schools that have a system to accurately count total meals and which have:

- Completed a minimum of one four-year Provision 2 cycle,
- Requested an extension, and
- Failed to get an extension to the cycle.

How do we determine eligibility for a sample of households?

If your school uses direct certification, the students in the sample who are directly certified are determined eligible for free meals. Applications must be provided to all students in the sample who are not directly certified; eligibility determination for these students are made based on the information on the completed application. The

applications are subject to verification in the base year. The results of the eligibility determinations for the students in the sample are used to calculate claiming percentages.

What is considered a statistically valid sample?

In order to be considered statistically valid, the sample must meet the following standards:

- The sample frame, or pool of students from which the sample of students will be selected, must be limited to enrolled students who have access to the school meals program.
- The students must be randomly selected from the sample frame, using the appropriate procedure for the selected type of sample (enrollment or participation based).
- The response rate to the survey must be at least 80 percent. This means that all information necessary to compute household income as a percentage of the poverty level must be collected from at least 80 percent of the students in the sample.
- The number of households that complete the survey must be sufficiently large so that it can be asserted with 95 percent confidence that the true percentage of students participating in, or who are enrolled in the school that have access to school meals, and are eligible for free, ~~reduced-price and paid~~* meals, is within plus or minus 2.5 percentage points of the point estimate determined from the sample.

What if less than 80% of my sample responds to the survey or application request?

You may not use the results of the survey or income measurement to determine claiming percentages since the response rate did not meet the 80% minimum. To continue on Provision 2, a new base year is required.

What if more than 80% of my sample responds to the survey or application request?

To minimize statistical bias, all data from all households that complete the survey instrument must be used when calculating claiming percentages. For example, if 92 percent of randomly selected children's households responded, the school could not discard 12 percent of the respondents to bring them to the minimally acceptable response rate of 80 percent.

***Revised 8/13/02.**

How many households must I sample?

Use the sample size chart to identify the number of households to select for your sample.

SAMPLE SIZE CHART

UNIVERSE	SAMPLE SIZE	UNIVERSE	SAMPLE SIZE
1-100	All	1251-1500	420
101-619	50%	1501-1750	440
620-700	310	1751-2000	460
701-800	335	2001-3000	490
801-900	355	3001-4000	520
901-1000	380	4001-5000	535
1001-1250	400	5001+	550

How do I select the sample for enrollment-based claiming percentages?

To collect the sample for an enrollment-based claiming percentage:

- A. Identify the children enrolled in the school who have access to the applicable meal program as of October 31 (or other date if approved by your State agency).
- B. Identify the sample size based on the “sample size chart” included in this guidance manual.
- C. Determine the sampling interval ($A \div B$)
- D. Select children from a list of enrolled students based on the sampling interval; remember to randomly pick the starting point. *(A random starting point can be determined by writing down each of the numbers in the sample interval, on a piece of paper, beginning with the number 1. Put the pieces of paper in a container. Mix or shake the container. Select one piece of paper. The number on the paper represents the random starting point.)*
- E. Conduct direct certification (if applicable) of selected households and provide meal eligibility applications to the households of the remaining children selected.

Example of selecting a sample for enrollment-based streamlined base year for NSLP:

- A. Enrollment with access to the NSLP as of October 31: 850 children (determined by school enrollment records).
- B. Required sample size: 355 (from sample size chart)
- C. Sampling interval: 2 ($850 \div 355 = 2.39$ standard rounding = 2)
- D. Randomly pick a starting point and select every 2nd child from the enrollment list (A). To determine the random starting point, write on a piece of paper, #1 and on another piece of paper, write #2. Put the two papers in a container, shake, and then select one of the papers. The number on the paper represents the randomly selected starting point. Continue sampling until the full required sample has been selected. *Note: if you reach the end of the enrollment list, before the full sample is selected, go back to the beginning of the list.*
- E. Provide each selected child's household with a family size and meal application.*

*If your school conducts direct certification, you should conduct direct certification first using the list of selected students, count the directly certified children as "free", then provide applications to the households of students who were not directly certified.

How do I select the sample for participation-based claiming percentages?

To collect the sample for an participation-based claiming percentage:

- A. Identify the total average daily participation (ADP) for reimbursable meals for the first claiming period of the school year for the applicable program (NSLP or SBP).
- B. Identify the sample size for the ADP universe based on the "sample size chart".
- C. Record the name of each participating child **each day** for a minimum of 10 consecutive operating days for the affected program (NSLP/SBP).
- D. Develop a cumulative list that includes the name of each child each time the child participated and received a reimbursable meal. For example, if Johnny Doe ate 9 of the 10 days, you must include "Johnny Doe" on the list 9 times. Count the number of names on the cumulative list. (Count all names individually each time they appear.)
- E. Determine the sampling interval ($D \div B$)
- F. Select student names from the cumulative list by picking a random starting point, then selecting student names based on the sampling interval. *(A random starting point can be determined by writing down, on pieces of paper, the numbers in the sample interval, beginning with the number 1. Put the pieces of paper in a container. Mix or shake the container. Select one piece of paper. The number on the paper represents the random starting point.)*
- G. Conduct direct certification (if applicable) of selected households and provide meal eligibility applications to the households of the remaining children selected.

Example of selecting a sample for participation-based streamlined base year for NSLP:

- A. Average daily participation for the first claiming period: 650 (determined by, “total participation ÷ operating days”).
- B. Required sample size: 310 (from sample size chart).
- C. Day one shows the names of 650 student participants, day two shows 649, day three shows 651 and so on.
- D. Add each operating day’s list of student participants onto a single list to develop a total participation list for the ten operating days. For example, if average daily participation is 650 students, the cumulative list for 10 operating days will show 6,500 names.
- E. Sampling interval: 21 ($6,500 \div 310 = 20.96$ standard rounding = 21).
- F. Select a random starting point and select every 21st name on the list. Continue sampling until the full required sample has been selected. *Note: if you reach the end of the participation list, go back to the beginning of the list.*
- G. Provide each selected child’s household with a family size and meal application.*

*If your school conducts direct certification, you should conduct direct certification first using the list of selected students, count the directly certified children as “free”, then provide applications to the households of students who were not directly certified.

Why do I select my participation-based sample over multiple days?

To select a sample for participation-based claiming percentages, the selection must take place over multiple operating days. This is to reduce bias in the sample. Selecting participating students for the sample on a single day could be influenced by the menu, weather, field trips or visiting students. To reduce the possibility of such bias, the sample of participating students must be drawn over enough operating days that the sample reasonably represents participation. For example, you may want to choose some of the sample from each day of a your cycle menu. At a minimum, there must be 10 consecutive operating days represented in your sample.

How do I list my participating students in a cumulative list?

Each participating child is listed the number of times they participate during the course of operating days from which the sample is taken. Therefore, you must list a child the same number of times they participated in the meal service program and received a reimbursable meal.

For example, Johnny Doe ate 9 days out of the 10 day sample period, Suzie Johnson ate 5 out of the 10 days and Jane Smith ate 3 days out of the 10 days. The cumulative list would appear as follows:

**Day 1 Johnny Doe
Suzie Johnson
Jane Smith**

**Day 2 Johnny Doe
Jane Smith**

Day 3 Johnny Doe

**Day 4 Johnny Doe
Suzie Johnson**

**Day 5 Johnny Doe
Suzie Johnson
Jane Smith**

Day 6 Suzie Johnson

Day 7 Johnny Doe

Day 8 Johnny Doe

Day 9 Johnny Doe

**Day 10 Johnny Doe
Suzie Johnson**

How do I select my sample from the list?

Once you have determined a random starting point, select each student based on the sampling interval by moving down the list. Do not start again each day; simply carry on with the sampling interval across the list of all days of operation.

What if I select a participating student more than once?

If you select a student's name more than one time through the random selection process, the student is counted separately as one member of the sample for each time the name is selected. However, you do not need to provide multiple applications nor request multiple eligibility documents from the household. For example, using the scenario above, the random selection process might identify Johnny Doe 3 times. You would provide Johnny's family with one meal application. If Johnny were determined eligible for free meals, you would count this as 3 free meal participants in the sample size of 310.

Chapter 4 - Changes in the School Year

This section addresses several situations in which a change has occurred. In general, when a Provision 2 school moves its student population to another facility on a permanent basis without co-mingling of other school populations, the Provision 2 procedures may be transferred. However, the Provision 2 procedures do not automatically follow a child(ren) in other transfer or visiting situations of a temporary nature. Likewise, the Provision 2 procedures may not be transferable when schools merge populations.

▪ Change In Facility

Scenarios when a new school is constructed

When a school participating in Provision 2 moves into a newly constructed building and the new school's enrollment is made up of the same population as the "old" Provision 2 school, can the new school continue to operate under Provision 2?

Yes. Since the newly constructed school's enrollment consists of the same attendance area and therefore the same enrollment makeup, the base year Provision 2 claiming percentages which were developed in the old facility may be used in the new school.

If the new school draws attendance from various existing schools, some of the existing (sending) schools are Provision 2 while some are not, does the new school have to take new applications for its students?

Yes. New applications must be taken either for standard procedures or for the establishment of a Provision 2 or Provision 3 base year.

If the new school draws attendance from various existing schools and all of the existing (sending) schools operate under Provision 2, does the new school have to take applications for its students?

Yes. The population of the new school is unique; therefore the ratio of meals claimed as free, reduced price and paid will also have changed.

Scenarios when other changes in facilities are conducted

A Provision 2 school's entire student enrollment moves out of their school (school A). If another school's enrollment moves into school A, can they participate under Provision 2 and use the old claiming percentages?

No. The eligibility for Provision 2 is tied to the school population, not the physical school building. If school A wishes to participate under Provision 2 with its new population, State approval must be granted and a new base year conducted.

▪ **Change In Population**

If all schools in a school food authority participate in Provision 2 and the school food authority combines or realigns their population with no changes to the existing overall population or attendance area, must the schools develop new claiming percentages under a new base year?

Yes. The population of the individual schools changed, therefore the ratio of meals claimed as free, reduced price and paid will also have changed.

If there is a realignment of attendance areas for any given Provision 2 school, must the affected school(s) reestablish their base year?

Yes. The requirement to begin a new base year would apply immediately to any school which had a change in attendance area, even if this means dropping the Provision in mid-year. Under such a situation, it is vital that affected students are given sufficient opportunity to apply for free and reduced price meal benefits.

If two or more schools are participating in Provision 2 and there is a realignment of grades, must the affected school(s) reestablish a base year in order to remain on Provision 2?

The Provision 2 schools can continue to use their current claiming percentages only when the realignment of grades does not affect the attendance area of a school. However, if the attendance area of a school changes as part of the grade realignment the current claiming percentages cannot be used in that school (see previous question and answer about changes in attendance area).

What do you do about claiming percentages when two Provision 2 schools merge?

A combined claiming percentage may be developed using base year data from both schools as long as the attendance area for the combined schools is the same as the attendance area for both schools prior to consolidation. The base year meal counts by category, free, reduced price and paid, must be added together and converted to claiming percentages. If the schools were at different points in their Provision 2 cycle, the merged school adopts the earlier school's position in the current 4-year cycle. For example if one school is in the 3rd year of a cycle and the other school is in the 2nd year, the cycle for the merged school is considered to be in the 3rd year.

What happens when a Provision 2 school and a non-Provision 2 school merge their student population, either into a new facility or an existing facility?

If the school, which now consists of the merged student populations, wishes to operate under Provision 2, a new base year must be conducted.

When schools re-align their student populations based on socioeconomic desegregation (i.e., equalizing the enrollment of all schools regarding needy/non-needy students) can we continue to use base year claiming percentages?

No. Realignment based on socioeconomic need requires the establishment of a new base year or return to standard procedures for all Provision 2 schools involved in the realignment.

- **Change In Operating Days**

What happens when a Provision 2 school starts or ends school earlier or later than the months for which claiming percentages were developed in the base year?

If the school is using the annualized claiming percentage, the annual claiming percentage by type (F, R, P) is applied to the total meal counts for the earlier/later claim period. If the school is using month-by-month claiming percentages, the school would need to develop an annual claiming percentage from the base year data and apply that percentage to the earlier/later claiming period.

- **Change in Scheduling**

What happens when a Provision 2 school goes from a traditional school year to a year-round schedule in a non-base year?

If the grades and attendance area remain the same, annual claiming percentages are calculated and applied to the total meal counts for each claiming period. If the school is using month-by-month claiming percentages, they may continue to use the monthly claiming percentages for respective months of the school year and apply the annual claiming percentage to the new months in the year-round schedule that did not have previous meal count data to calculate claiming percentages.

- **Visiting Students**

What is considered a “visiting student”?

A student that is eligible to participate and is visiting a school on an infrequent basis is considered a visiting student. All other visitors (e.g. younger siblings who are not in school, grandparents, etc.) are not considered “visiting students”.

How are visiting students from a non-Provision 2 school counted and claimed when visiting a Provision 2 school?

The school would not take payment from the visiting students and meals served to the visiting students would be included as part of the total count of meals served in the Provision 2 school.

Must there be an adjustment to the claiming percentages due to the visiting students?

No.

If Provision 2 school students visit a non-Provision 2 NSLP school during lunch time, must they be offered a meal at no charge? If so, how are they claimed for reimbursement?

Provision 2 school students visiting a non-Provision 2 NSLP school within the same school food authority should be offered a reimbursable meal at no charge. Such meals should be claimed according to the claiming percentages of the Provision 2 school. The school food authority food service account can be used to cover the value of any reduced price and paid meals of visiting students.

Provision 2 school students visiting a non-Provision 2 NSLP school outside of their school food authority may be provided meals at no charge. In such cases when meals are offered at no charge, to the Provision 2 students, the Provision 2 school should pay the non-Provision 2 school for the value of any student meals claimed at the reduced price and paid rate.

In either case, the non-Provision 2 school must claim the reimbursable meals for visiting students in its claim for reimbursement according to the appropriate claiming percentages. For example, 20 students from a Provision 2 school visit a non-Provision 2 school and all eat lunch at no charge. If the Provision 2 schools claiming percentages are 70% free, 10% reduced price and 20% paid, these percentages are applied to the visiting student meals. The non-Provision 2 school in this example would claim 14 meals free, 2 meals reduced price and 4 meals paid.

Chapter 5 – Afterschool Snacks and Summer School

▪ Afterschool Snacks

If a school starts an afterschool care program in a non-base year, how is area eligibility determined for snack reimbursement?

Schools implementing Provision 2 may use the percentage of students **eligible** for free and reduced price meals in the NSLP (not the SBP) during the base year to determine area eligibility for the duration of the Provision. When the school establishes a new base year or goes back to standard meal counting and claiming procedures, the new eligibility data must be used for determination of area eligibility.

How are afterschool snacks counted and claimed in Provision 2 schools?

Most Provision 2 schools will be area eligible for the snack service; in these situations, all snacks served in the afterschool care program are counted and claimed as free snacks.

If the school is not area eligible and is using Provision 2 in the NSLP, the school may use base year derived claiming percentages for the NSLP to claim snacks by category. If the school is using Provision 2 in the SBP but not in the NSLP, the school must use standard application and meal counting and claiming procedures for the afterschool snack service (SBP Provision 2 claiming percentages may not be used in the afterschool snack service).

▪ Summer School

Can a Provision 2 school use Provision 2 procedures in its summer school?

If a Provision 2 school offers summer school to students, all of whom are enrolled in that Provision 2 school, the school may use Provision 2 in the summer school. If summer school starts in a non-base year, the school may:

- Apply the base year annualized claiming percentages for the NSLP to summer school; or
- Establish a base year for summer school operations and use “summer school” claiming percentages in subsequent non-base years.

If a Provision 2 school offers summer school to students who, during the regular school year, are enrolled in a non-Provision 2 school or in another Provision 2 school, the school may:

- Offer standard program operations to summer school students, i.e., standard application and meal counting and claiming procedures.

- Establish a base year for summer school operations and use “summer school” claiming percentages in subsequent non-base years for the summer school session’s meal counting and claiming process.

What if children enrolled in a Provision 2 school during the school year attend a non-Provision 2 school for summer school?

The non-Provision 2 school would need to take free and reduced price applications from the children from the Provision 2 school and charge them accordingly, if applicable (standard application and meal counting and claiming procedures apply).

Chapter 6 - Provision Transfers

After operating Provision 2 you may find that standard procedures or Provision 3 would fit the needs of your school and the students. You may apply to change from one procedure to another if conditions are met as described below. In all cases, any change is subject to State agency approval.

▪ Return To Standard Procedures

What are the public notification requirements if we return to standard counting and claiming procedures in one of the non-base years?

Should a school decide to return to standard counting and claiming procedures during a non-base year of the Provision 2 cycle, school officials must notify the public that the school is returning to standard practice. At that time, school officials would send out the letter to households and free and reduced price applications and conduct direct certification. The children must continue receiving meals at no charge for a reasonable period of time (at least 30 operating days) during which time the school may continue to use the Provision 2 claiming percentages. At the end of that time, the school may begin charging for meals and claiming reimbursement based on eligibility as determined by new applications submitted by the households. Any household that fails to apply for free and reduced price meal benefits for their children, or who are not directly certified, must pay the full price of the meal.

▪ Converting From Provision 2 To Provision 3

May a school convert from Provision 2 to Provision 3 during the four-year cycle without taking new applications and making new eligibility determinations?

Yes, under the following conditions:

- The State agency approves;
- Your policy statement is updated;
- The base year for determining the level of reimbursement is the initial Provision 2 base year (when eligibility determinations were made);
- Base year enrollment data is available; and
- The four-year cycle ends at the same point in time as if the school had not converted.

For example, a school starts on Provision 2 with a base year in school year 2000-2001

and converts to Provision 3 in school year 2002-2003. The base year level of assistance (2000-01) is adjusted for inflation and enrollment for 2002-03 and for 2003-04, at which time the cycle ends and the school must apply for an extension, start a new base year, or return to standard counting and claiming procedures.

May a school convert from Provision 2 to Provision 3 at the end of the four-year cycle?

Yes, under the following conditions:

- The State agency approves;
- The State agency approves socioeconomic data which allows an extension, thereby validating the economic conditions and subsequent conversion;
- Your policy statement is updated;
- The base year for determining the level of reimbursement is the initial Provision 2 base year (when eligibility determinations were made);
- Base year enrollment data is available; and
- The four-year cycle ends at the same point in time as if the school had not converted.

At the end of the four-year cycle if you applied for an extension but it was not granted, you may conduct a streamlined base year for Provision 2 or Provision 3 if approved by the State agency.

▪ Converting From Provision 3 To Provision 2

May a school convert from Provision 3 to Provision 2 during a four-year cycle?

Yes, under the following conditions:

- All meals were served to participating students at no charge during the Provision 3 base year ¹;
- The State agency approves;
- Your policy statement is updated;

¹ During the base year for Provision 3, which is not included in the Provision 3 4-year cycle, schools have the option to charge students eligible for reduced price and paid benefits or to provide all meals at no charge.

- The base year for determining claiming percentages is the initial Provision 3 base year (when eligibility determinations were made and meals were counted by category); and
- The four-year cycle ends at the same point in time as if the school had not converted.

Chapter 7 – State Monitoring

Will we have a CRE during the base year?

The State agency is encouraged to schedule a CRE in the base year to ensure that proper application procedures, direct certification, meal counting and claiming and Provision 2 procedures are being followed. If the State agency cannot conduct a full review, an abbreviated review is recommended to evaluate the applications, benefit issuance documents, verification documents and the meal counting and claiming system.

What records should we have available for the CRE or abbreviated review conducted in the base year?

You should have all of the standard program materials available for your State agency reviewer, including:

- Public notification documents including media releases and parent/guardian letters;
- Applications for free and reduced price meals;
- Direct certification records;
- Benefit issuance documents;
- Student transfer records;
- Meal counting and claiming documents;
- Verification documentation;
- On-site review documents;
- Edit check documents;
- Data showing the calculation of claiming percentages;
- Extension data, i.e., socioeconomic data (if you plan on applying for an extension);
- Claim for reimbursement documents; and
- Any other documents pertaining to the operation of your NSLP.

What records must we have available for the state reviewer if a CRE is conducted in a non-base year of my Provision 2 cycle?

You must have all of the base year records available, plus any current year meal counting and claiming documents, as well as current Claims for Reimbursement.

Chapter 8 – Recordkeeping

This Chapter provides guidance on the retention of records for Provision 2 for both the base year and for non-base years. In addition to the retention requirements cited below, both base year and non-base year records must be retained beyond these timeframes if required for audit resolution. Reference to Provision 2 records in no way diminishes the responsibility of the school food authority to maintain the standard records supporting their participation in the NSLP. A recordkeeping summary is included in chart form at the end of this chapter.

What are the record retention requirements for base year records?

Base year records, for schools on Provision 2, which support subsequent years' reimbursement, must be retained during the period Provision 2 is in effect, including all extensions. Since claims for the base year and all subsequent years are based on base year data, retention of these records is essential. Additionally, such records must be retained for three years after submission of the final Claim for Reimbursement for the last fiscal year which used the base year data.

For example, a school may have established a Provision 2 base year in school year 1998-99, received two 4-year extensions then returned to standard procedures during school year 2010-11. If the school food authority of the Provision 2 school filed the final Claim for Reimbursement for fiscal year 2010 in November 2010, the Provision 2 base year records would be required to be retained until November 2013 (or longer if there are open audit issues).

What if the school does not retain the required base year records?

If a State agency determines that the school or school food authority has not maintained the required base year records for a participating school, the State agency would require the school to return to standard application and meal counting procedures. States are also required to calculate fiscal action when records are not retained. It would be the State agency's option whether to allow the school to begin a new base year at the start of the next school year; a streamlined base year would not be permissible at that time.

What are considered base year records?

Base year records include:

- All approved and denied free and reduced price applications;
- Direct certification data;
- Changes in eligibility status as a result of verification and other reasons;
- Daily meal counts, by type;
- Calculation of claiming percentages;
- Attendance areas of each school participating in Provision 2;

- The socioeconomic data that will be used as the base year data if an extension is granted;
- Any extension authorizations from the State agency;
- Edit check and on-site review documentation;
- Verification records; and
- Claims for Reimbursement

What are the record retention requirements for non-base year records?

Non-base year records must be retained for three years after submission of the final Claim for Reimbursement for the fiscal year to which they pertain.

What are considered non-base year records?

Non-base year records for Provision 2 include:

- Total daily meal counts of reimbursable meals;
- Edit check and on-site review documentation; and
- Reimbursement claims

Are there any other records that must be retained?

In addition to the base year and non-base year records listed above, supplementary records also must be kept for specific situations.

Extension records

School food authorities that are granted an extension of Provision 2 must retain records of the socioeconomic data used to determine the income level of the school's population for the base year and the year(s) in which the extensions are made. Such records must be retained for the same period as base year records.

Streamlined base year records

When the State agency approves a streamlined base year, you must retain all records related to the statistical methodology and the determination of new claiming percentages. Inasmuch as this is now the base year equivalent, all data must be retained for the same period as the base year records. Note that the previous base year's data, the socioeconomic data for any extensions to that earlier base year and all pertinent recent non-base years' data must be retained for the appropriate period.

■ Recordkeeping Summary Chart

The duration of Provision 2 record retention requirements are identified below. This list does not include those record retention requirements that are not specific to a Provision 2 school. For example, the chart does not include the free and reduced price policy statement, which SFAs submit for all of its schools, or documentation of internal controls that, again, is a requirement that applies to all schools in the school food authority.

Duration of Provision 2 Recordkeeping Requirements

Type of Record	Recordkeeping	Retention	Availability
Base Year			
Socioeconomic data	TANF, FDPIR, direct certification, local zoning, etc., or approved alternate	Cycle, extensions, + 3 years	SFA or school
Eligibility certification	Applications, direct certification, benefit issuance documents	Cycle, extensions, + 3 years	SFA by school, or school
Verification Changes	Changes in eligibility status as a result of verification description	Cycle, extensions, + 3 years	SFA or SA
Meal Counting	Documentation of meal counts, by type.	Cycle, extensions, + 3 years	School
Base Year Reimbursement Claims	Claim forms	Cycle, extensions, + 3 years	SFA
Extensions	Statistical method and all supporting documents; and socioeconomic data source; and extension authorizations	Cycle, extensions, + 3 years	SFA or school
Attendance Area of Each Provision 2 School	Description of area served by school	Cycle, extensions, + 3 years	SFA or school
Calculation of Claiming Percentages	Documentation of calculation of claiming percentages	Cycle, extensions, + 3 years	SFA or school
Non-Base Year			
Reimbursement Claims -- Non-Base Year	Claim forms	Current FY + 3 years	SFA
Meal Counts	Documentation of total reimbursable meal counts by school	Current FY + 3 years	SFA or school

Glossary of Terms

Terms unique to Provision 2:

Base Year means the last school year for which eligibility determinations were made and meal counts by type were taken with all meals served at no charge, or the last year in which a school conducted a streamlined base year period. It is the first year, and is part of the four-year cycle.

Claiming Percentage means the ratio of each meal category (free, reduced price, and paid) to the total reimbursable meals served in the base year. At a minimum, the claiming percentage is expressed to the nearest tenth (10th) of a percent, e.g., 20.5 percent. If the total percentages for free, reduced price, and paid meals do not equal 100 percent, the paid category must be adjusted to make it 100 percent.

Cost Differential means the difference between the cost of serving lunches and/or breakfasts at no charge to all participating children and the Federal reimbursement for these meals. When the overall nonprofit school food service account activity is insufficient to cover Program costs, the school food authority of a school participating in Provision 2 must pay the difference from non-Federal sources.

Cycle means the four-year period, which includes the base year and three non-base years. It also refers to any authorized four-year extensions.

Extension means any additional four-year cycle of non-base year claiming, following the initial Provision 2 cycle.

Meals at No Charge means reimbursable meals served to children without charge regardless of children's free, reduced price or paid category of meal eligibility.

Negligible Improvement means five percent or less improvement, after adjusting for inflation, in the income level of the school population, as established through use of approved socioeconomic data.

Non-base Year means years two, three, and four of the Provision 2 cycle and any consecutive years beyond year four in which Provision 2 has been extended.

Socioeconomic Data means data that may be used by school food authorities to establish the income level of the school's population. See Chapter 3.

Standard Application or Direct Certification Procedures means annually distributing free and reduced price meal applications at the beginning of the school year and or determining children's eligibility for free and reduced price meals based on household size/income information or the inclusion of a food stamp, FDPIR or TANF

case number provided by households; and/or obtaining information directly from food stamp, FDPIR or TANF officials to determine children's eligibility for free meals.

Standard Meal Counting and Claiming Procedures means using free and reduced price eligibility information from the application and direct certification procedures and taking daily counts of reimbursable meals, according to the children's eligibility category, at the point of service.

Streamlined Base Year means a method for developing claiming percentages (Free, Reduced price and paid), taking meal counts and establishing Claims for Reimbursement. A streamlined base year is only available when a Provision 2 school has completed at least one standard 4-year cycle, and has applied for, and has been denied, an extension.

Appendix A

SPECIAL ASSISTANCE ALTERNATIVES

NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM

In an effort to reduce paperwork at the local level, Congress has incorporated into Section 11(a)(1) of the National School Lunch Act three alternative Provisions to the normal requirements for annual determinations of eligibility for free and reduced price school meals and daily meal counts by type (free, reduced price and paid meals) at the point of service.

PROVISION 1

- This Provision reduces application burdens by allowing free eligibility to be certified for a 2-year period.
- In schools where at least 80 percent of the children enrolled are eligible for free or reduced price meals, annual notification of program availability and certification of children eligible for free meals may be reduced to once every 2 consecutive school years. All other households must be provided a meal application and are allowed to apply for meal benefits each school year. There is no requirement to serve meals at no charge to all students.
- Schools must continue to record daily meal counts of the number of meals served to children by type as the basis for calculating reimbursement claims.
- Provision 1 has been an option for schools since publication of regulations in 1980.

PROVISION 2

- This Provision reduces application burdens and simplifies meal counting and claiming procedures. It allows schools to establish claiming percentages and to serve all meals at no charge for a 4-year period.
- Schools must serve meals to all participating children at no charge for a period of 4 years. During the first year, or base year, the school makes eligibility determinations and takes meal counts by type. During the next 3 years, the school makes no new eligibility determinations and counts only the total number of reimbursable meals served each day. Reimbursement during these years is determined by applying the percentages of free, reduced price and paid meals served during the base year to the total meal count for the claiming month. The base year is included as part of the 4 years.

- At the end of each 4-year period, the State agency may approve 4-year extensions if the income level of the school's population remains stable compared to the base year.
- Schools electing this alternative must pay the difference between Federal reimbursement and the cost of providing all meals at no charge. The money to pay for this difference must be from sources other than Federal funds.
- Provision 2 has been an option for schools since publication of regulations in 1980.

PROVISION 3

- This Provision reduces application burdens and meal counting and claiming procedures. It allows schools to simply receive the same level of Federal cash and commodity assistance each year, with some adjustments, for a 4-year period.
- Schools must serve meals to all participating children at no charge for a period of 4 years. These schools do not make additional eligibility determinations. Instead, they receive the level of Federal cash and commodity support paid to them for the last year in which they made eligibility determinations and meal counts by type, which is the base year. For each of the 4 years, the level of Federal cash and commodity support is adjusted to reflect changes in enrollment, inflation and operating days. The base year is not included as part of the 4 years. It is the school's option whether to charge for reduced price and paid meals during the base year.
- At the end of each 4-year period, the State agency may approve 4-year extensions if the income level of the school's population remains stable compared to the base year.
- Schools electing this alternative must pay the difference between Federal reimbursement and the cost of providing all meals at no charge. The money to pay for this difference must be from sources other than Federal funds.
- Provision 3 has been an option for schools since 1995 through an implementing memorandum.

Appendix B

Example of Claiming Percentages

Monthly Claiming Percentages:

For each Provision 2 school, the meal count, taken by type (free, reduced price, and paid) at the point of service in April 2000 (base year) was as follows:

Free Meals Claimed for April 2000 = 22,500

Reduced Price Meals Claimed for April 2000 = 5,000

Paid Meals Claimed for April 2000 = 2,500

The sum of daily meal counts at the point of service is a total of 30,000 total student meals served during the claiming period (one month).

Free Meals = 75.0% of total student meals ($22,500 \div 30,000$)

Reduced Price Meals = 16.7% of total student meals ($5,000 \div 30,000$)

Paid Meals = 8.3% of total student meals ($2,500 \div 30,000$)

The total meal count for April 2001 (non-base year) was 32,125 reimbursable meals.

Free Meal Claim for April 2001: $32,125 \times 75\% (.750) = 24,093.75$ free meals, rounded to **24,094**.¹

Reduced Price Meal Claim for April 2001: $32,125 \times 16.7\% (.167) = 5,364.875$ reduced price meals rounded to **5,365**.

Paid Meal Claim for April 2001: $32,125 \times 8.3\% (.083) = 2,666.375$ paid meals rounded to **2,666**.

Confirm Total Meal Count: 24,094 free + 5,365 reduced price + 2,666 paid = 32,125 meals. If this confirmation step does not equal the total, recheck calculation and rounding. If these are correct, and the rounded totals by type, do not equal total meals, (due to rounding, rather than math error) make adjustments in the paid category in order that the sum of the free, reduced price and paid meals claimed equals the total.

Repeat above procedures for each month (claiming period) of the school year. The

¹ Meal claims must be made in whole numbers. When the free, reduced price or paid meal calculations result in fractions, use standard rounding procedures (five and above round up, four and below round down) as applied to the first digit after the decimal.

claiming percentages for each category will vary from month to month.

Annual Claiming Percentages:

For each Provision 2 school, the daily meal count is taken by type (free, reduced price, and paid) at the point of service for each day in the base year. The base year meals are added together, by type (with the exception of the first claiming period if approved for delayed implementation). Do not add monthly claiming percentages together to obtain annual claiming percentages.

Note: If delayed implementation is approved by the State agency, the first claiming period of the school year is not considered to be a part of the base year. While a standard categorical count is taken at the point of service (or approved alternate) for each claiming period of the school year, a monthly claiming percentage is not calculated for the delayed implementation period. For the claiming period of each non-base year corresponding to the delayed implementation period of the base year, an annual claiming percentage must be calculated, derived from all months of the base year except the first claiming period of the school year. Monthly percentages may be used for the remaining months.

Convert the meals to annual claiming percentages by type:

Total meals claimed for the year

Each month's total meal count added together = 250,000 meals

Free claiming percentage calculation for the year:

Total free meal counts for the year 175,250

$175,250 \text{ free meals} \div 250,000 \text{ total meals} = .701 \text{ or } 70.10\%$

Reduced price claiming percentage calculation for the year:

Total reduced price meal counts for the year 45,500

$45,500 \text{ reduced price meals} \div 250,000 \text{ total meals} = .182 \text{ or } 18.20\%$

Paid claiming percentage calculation for the year:

Total paid meal counts for the year 29,250

$29,250 \text{ paid meals} \div 250,000 \text{ total meals} = .117 \text{ or } 11.70\%$

Confirm the claiming percentages: $70.10\% + 18.20\% + 11.70\% = 100\%$

If the total does not equal 100%, make an adjustment to the paid claiming percentage to make the total equal 100%.

Apply these claiming percentages to each month's total meal count during the non-base years of the cycle and approved extensions.

Appendix C

Internal Control Requirements

Excerpt From the National School Lunch Program Regulations (7 CFR Part 210)

Sec. 210.8 Claims for reimbursement.

(a) **Internal controls.** The school food authority shall establish internal controls which ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement. At a minimum, these internal controls shall include: an on-site review of the lunch counting and claiming system employed by each school within the jurisdiction of the school food authority; comparisons of daily free, reduced price and paid lunch counts against data which will assist in the identification of lunch counts in excess of the number of free, reduced price and paid lunches served each day to children eligible for such lunches; and a system for following up on those lunch counts which suggest the likelihood of lunch counting problems.

(1) **On-site reviews.** Every school year, each school food authority with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1 of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the school food authority shall: ensure that the school implements corrective action; and, within 45 days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the State agency under Sec. 210.7(c) of this part and that the counting system, as implemented, yields the actual number of reimbursable free, reduced price and paid lunches, respectively, served for each day of operation.

(2) **School food authority claims review process.** Prior to the submission of a monthly Claim for Reimbursement, each school food authority shall review the lunch count data for each school under its jurisdiction to ensure the accuracy of the monthly Claim for Reimbursement. The objective of this review is to ensure that monthly claims include only the number of free, reduced price and paid lunches served on any day of operation to children currently eligible for such lunches.

(i) Any school food authority that was found by its most recent administrative review conducted in accordance with Sec. 210.18, to have no meal counting and claiming violations may:

(A) Develop internal control procedures that ensure accurate meal counts. The school food authority shall submit any internal controls developed in accordance with this paragraph to the State agency for approval and, in the absence of specific disapproval from the State agency, shall implement such internal controls. The State agency shall establish procedures to promptly notify school food authorities of any modifications

needed to their proposed internal controls or of denial of unacceptable submissions. If the State agency disapproves the proposed internal controls of any school food authority, it reserves the right to require the school food authority to comply with the Provisions of paragraph (a)(3) of this section; or

(B) Comply with the requirements of paragraph (a)(3) of this section.

(ii) Any school food authority that was identified in the most recent administrative review conducted in accordance with Sec. 210.18, or in any other oversight activity, as having meal counting and claiming violations shall comply with the requirements in paragraph (a)(3) of this section.

(3) Edit checks.

(i) The following procedure shall be followed for school food authorities identified in paragraph (a)(2)(ii) of this section, by other school food authorities at State agency option, or, at their own option, by school food authorities identified in paragraph (a)(2)(i) of this section: the school food authority shall compare each school's daily counts of free, reduced price and paid lunches against the product of the number of children in that school currently eligible for free, reduced price and paid lunches, respectively, times an attendance factor.

(ii) School food authorities that are identified in subsequent administrative reviews conducted in accordance with Sec. 210.18 as not having meal counting and claiming violations and that are correctly complying with the procedures in paragraph (a)(3)(i) of this section have the option of developing internal controls in accordance with paragraph (a)(2)(i) of this section.

(4) Follow-up activity. The school food authority shall promptly follow up through phone contact, on-site visits or other means when the internal controls used by schools in accordance with paragraph (a)(2)(i) of this section or the claims review process used by schools in accordance with paragraphs (a)(2)(ii) and (a)(3) of this section suggest the likelihood of lunch count problems. When problems or errors are identified, the lunch counts shall be corrected prior to submission of the monthly Claim for Reimbursement. Improvements to the lunch count system shall also be made to ensure that the lunch counting system consistently results in lunch counts of the actual number of reimbursable free, reduced price and paid lunches served for each day of operation.

(5) Recordkeeping. School food authorities shall maintain on file, each month's Claim for Reimbursement and all data used in the claims review process, by school. Records shall be retained as specified in Sec. 210.23(c) of this part. School food authorities shall make this information available to the Department and the State agency upon request.

Appendix D

Provision 2 Example Timeline

SY 01-02 (Base Year)
Eligibility determinations and meal counts by type. *All meals at no charge unless delayed implementation has been approved by the SA.*

SY 02-03
No new eligibility determinations are made. *All meals at no charge.* Monthly claims based on %'s by category in base year, applied to total counts.

SY 03-04 Same as 02-03

SY 04-05 Same as 02-03

Plus



SY 04-05
The SFA either

Then, after each 4 years

Prepares to return to standard counting and claiming or a new base year in SY 05-06

Evaluates socioeconomic data of school population and requests extension

SA approves extension

SY 05-06
Same as SY 02-03. Original base year claiming % used for four more years.

SA does not approve extension

SY 05-06
Choose one

Return to standard counting and claiming.

New base year. Eligibility determinations and meal counts by type.
Prov 2 All meals at no charge.
Prov 3 All meals may be at no charge.

Streamlined base year. *All meals at no charge.* Total daily meal counts and apply % from statistical sample.

MEAL PATTERN FOR LUNCH – ENHANCED FOOD-BASED MENU PLANNING						
		AGES 1-2 YRS	PRE- SCHOOL	GRADES K-6	GRADES 7-12	GRADES K-3*
Meat/ Meat Alternate	Per day serving of the following food items or a combination of these items to provide at least the quantity listed. The quantities are the <i>edible</i> portion as served.	1 oz	1-1 ½ oz	2 oz	2 oz	1-1 1/2 oz
Fruits/Vegetables	At least two different vegetables and/or fruits must be offered. Minimum requirements per day...	½ cup	½ cup	¾ cup** **plus an extra ½ cup over a week.	1 cup	¾ cup
Grains/Breads	<p>Must be enriched or whole grain or contain germ or brand. A serving is: A slice of bread or an equivalent serving of biscuits, rolls, etc. OR ½ cup cooked rice, macaroni, noodles, other pasta products or cereal grains. Up to one serving per day may be a grain-based dessert. (This applies only to Grades K-12, not to Ages 1-2 and PreSchool)</p> <p>Minimum per WEEK Minimum per DAY</p> <p>In this chart, a week equals 5 days. If there are 7 days in the week, increase servings of Grains/Breads per week by: 5 servings for Grades K-6 to a total of 17 servings 6 servings for Grades 7-12 to a total of 21 servings Increasing the number of servings of Grains/Breads is critical to the success of meeting the calorie requirements and implementing the Dietary Guidelines recommendations for dietary fiber.</p>	5 serv ½ serv	8 serv 1 serv	12 serv 1 serv	15 serv 1 serv	10 serv 1 serv
Milk (Fluid)	Must be served as a beverage.	6 fl oz	6 fl oz	8 fl oz	8 fl oz	8 fl oz

*Grades K-3: This is an optional age/grade group. USDA recommends using it along with others.

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

1. SCHOOL/AGENCY	2. SITE	3. SITE TELEPHONE NUMBER					
4. NAME OF PARTICIPANT		5. AGE OR DATE OF BIRTH					
6. NAME OF PARENT OR GUARDIAN		7. TELEPHONE NUMBER					
<p>8. CHECK ONE:</p> <p><input type="checkbox"/> Participant has a disability or a medical condition and <i>requires</i> a special meal or accommodation. (Refer to definitions on reverse side of this form.) Schools and agencies participating in federal nutrition programs must comply with requests for special meals and any adaptive equipment. A licensed physician must sign this form.</p> <p><input type="checkbox"/> Participant does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons. Food preferences are not an appropriate use of this form. Schools and agencies participating in federal nutrition programs are encouraged to accommodate reasonable requests. A licensed physician, physician's assistant, or registered nurse must sign this form.</p>							
9. DISABILITY OR MEDICAL CONDITION REQUIRING A SPECIAL MEAL OR ACCOMMODATION:							
10. IF PARTICIPANT HAS A DISABILITY, PROVIDE A BRIEF DESCRIPTION OF PARTICIPANT'S MAJOR LIFE ACTIVITY AFFECTED BY THE DISABILITY:							
11. DIET PRESCRIPTION AND/OR ACCOMMODATION: <i>(PLEASE DESCRIBE IN DETAIL TO ENSURE PROPER IMPLEMENTATION)</i>							
<p>12. INDICATE TEXTURE:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> Regular <input type="checkbox"/> Chopped <input type="checkbox"/> Ground <input type="checkbox"/> Pureed </div>							
<p>13. FOODS TO BE OMITTED AND SUBSTITUTIONS: <i>(PLEASE LIST SPECIFIC FOODS TO BE OMITTED AND SUGGESTED SUBSTITUTIONS. YOU MAY ATTACH A SHEET WITH ADDITIONAL INFORMATION)</i></p> <table style="width: 100%; border: none;"> <tr> <th style="width: 50%; text-align: center; border: none;">A. Foods To Be Omitted</th> <th style="width: 50%; text-align: center; border: none;">B. Suggested Substitutions</th> </tr> <tr> <td style="border: none; height: 40px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> </td> <td style="border: none; height: 40px;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> </td> </tr> </table>				A. Foods To Be Omitted	B. Suggested Substitutions	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div>
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14. ADAPTIVE EQUIPMENT:							
15. SIGNATURE OF PREPARER*	16. PRINTED NAME	17. TELEPHONE NUMBER	18. DATE				
19. SIGNATURE OF MEDICAL AUTHORITY*	20. PRINTED NAME	21. TELEPHONE NUMBER	22. DATE				

* **Physician's signature is required for participants with a disability. For participants without a disability, a licensed physician, physician's assistant, or registered nurse must sign the form.**

The information on this form should be updated to reflect the current medical and/or nutritional needs of the participant.

In accordance with Federal law and U.S. Department of Agriculture policy, this agency is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS

INSTRUCTIONS

1. **School/Agency:** Print the name of the school or agency that is providing the form to the parent.
2. **Site:** Print the name of the site where meals will be served (e.g., school site, child care center, community center, etc.)
3. **Site Telephone Number:** Print the telephone number of site where meal will be served. See #2.
4. **Name of Participant:** Print the name of the child or adult participant to whom the information pertains.
5. **Age of Participant:** Print the age of the participant. For infants, please use Date of Birth.
6. **Name of Parent or Guardian:** Print the name of the person requesting the participant's medical statement.
7. **Telephone Number:** Print the telephone number of parent or guardian.
8. **Check One:** Check (✓) a box to indicate whether participant has a disability or does not have a disability.
9. **Disability or Medical Condition Requiring a Special Meal or Accommodation:** Describe the medical condition that requires a special meal or accommodation (e.g., juvenile diabetes, allergy to peanuts, etc.)
10. **If Participant has a Disability, Provide a Brief Description of Participant's Major Life Activity Affected by the Disability:** Describe how physical or medical condition affects disability. For example: "Allergy to peanuts causes a life-threatening reaction."
11. **Diet Prescription and/or Accommodation:** Describe a specific diet or accommodation that has been prescribed by a physician, or describe diet modification requested for a non-disabling condition. For example: "All foods must be either in liquid or pureed form. Participant cannot consume any solid foods."
12. **Indicate Texture:** Check (✓) a box to indicate the type of texture of food that is required. If the participant does not need any modification, check "Regular".
13. **A. Foods to Be Omitted:** List specific foods that must be omitted. For example, the "exclude fluid milk."
B. Suggested Substitutions: List specific foods to include in the diet. For example, "calcium fortified juice."
14. **Adaptive Equipment:** Describe specific equipment required to assist the participant with dining. (Examples may include a sippy cup, a large handled spoon, wheel-chair accessible furniture, etc.)
15. **Signature of Preparer:** Signature of person completing form.
16. **Printed Name:** Print name of person completing form.
17. **Telephone Number:** Telephone number of person completing form.
18. **Date:** Date preparer signed form.
19. **Signature of Medical Authority:** Signature of medical authority requesting the special meal or accommodation.
20. **Printed Name:** Print name of medical authority.
21. **Telephone Number:** Telephone number of medical authority.
22. **Date:** Date medical authority signed form.

DEFINITIONS*:

"A Person with a Disability" is defined as any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

"Physical or mental impairment" means (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

"Major life activities" are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

"Has a record of such an impairment" is defined as having a history of, or have been classified (or misclassified) as having a mental or physical impairment that substantially limits one or more major life activities.

(*Citations from Section 504 of the Rehabilitation Act of 1973)

Taken from: <http://www.cde.ca.gov/ls/nu/sn/mb06110.asp>

Last modified: Tuesday, August 29, 2006

[Display version](#)

Management Bulletin 06-110

Nutrition Services Division	
To: School Districts and County Offices of Education	Number: 06-110
Attention: Superintendents, Business Officers, and Food Service Directors	Date: August 2006
Subject: Restrictions on Food and Beverage Sales Outside of the School Meal Program	
Reference: Senate Bill 12 (Escutia), Chapter 235, Statutes of 2005 and Senate Bill 965 (Escutia), Chapter 237, Statutes of 2005	

This Management Bulletin (MB) provides information on the implementation of Senate Bills (SBs) 12 and 965, which aim to improve the eating behaviors of California's school children by allowing only certain foods and beverages to be sold to pupils on elementary, middle, and high school campuses. This MB also supersedes MB 05-109 which was issued August 2005, and references the California Code of Regulations (CCR), Title 5, Sections 15500 and 15501 (MB 00-810); and the United States Department of Agriculture's (USDA) federal policy on the sale of foods of minimum nutritional value (FMNV), Title 7, Part 210.11 (MB 05-110).

These laws reflect California's landmark adoption of rigorous new nutrition standards for food and beverages sold to students in kindergarten through grade twelve, which were supported by both the Governor and State Superintendent O'Connell.

The following is a summary of the restrictions on foods and beverages as set forth in SB 12 and SB 965. [Attachment I](#) (DOC; 82KB; 7pp.) provides a summary, by date and grade, of all restrictions on foods and beverages sold to pupils on school campus outside of the school meal program. School districts should review the actual laws, regulations, and policies to ensure compliance.

Elementary Schools (California Education Code (EC) sections 49431 and 49431.5)

Beverage standards effective January 1, 2006:

Regardless of the time of day, only the following beverages may be sold to pupils:

- Fruit-based drinks with no less than 50 percent fruit juice and no added

sweeteners

- Vegetable-based drinks with no less than 50 percent vegetable juice and no added sweeteners
- Drinking water with no added sweeteners
- Milk (Two-percent fat, one-percent fat, nonfat, soy milk, rice milk, or other similar nondairy milk)

Noncompliant beverages may be sold for fundraising events if the items are sold by pupils and either the sale takes place off of and away from school premises or the sale takes place at least one-half hour after the end of the school day.

Food standards effective July 1, 2007:

The only food that may be sold to a pupil during the school day are:

- Full meals
- Individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale; fruit or vegetables that have not been deep fried; and legumes
- Individually sold dairy or whole grain items that meets all of the following standards:
 - Not more than 35 percent of its total calories from fat
 - Not more than 10 percent of its total calories from saturated fat
 - Not more than 35 percent of its total weight may be composed of sugar (naturally occurring and added sugar)
 - Not more than 175 calories per individual food item

Noncompliant foods may be sold for fundraising events if the items are sold by pupils and either the sale takes place off of and away from school premises or the sale takes place at least one-half hour after the end of the school day.

Middle and Junior High Schools (EC sections 49431.2 and 49431.5)

Beverage standards effective January 1, 2006:

From one-half hour before to one-half hour after the end of the school day, only the following beverages may be sold to pupils:

- Fruit-based drinks with no less than 50 percent fruit juice and no added sweeteners
- Vegetable-based drinks with no less than 50 percent vegetable juice and no added sweeteners
- Drinking water with no added sweeteners
- Milk (Two-percent fat, one-percent fat, nonfat, soy milk, rice milk, or other similar nondairy milk)
- Electrolyte replacement beverages containing no more than 42 grams of sugar per 20-ounce serving

Noncompliant beverages may be sold up to one-half hour before school and following one-half hour after school.

Food standards effective July 1, 2007:

Snacks (food generally regarded as supplementing a meal, including, but not limited to, chips, crackers, onion rings, nachos, French fries, donuts, cookies, pastries, cinnamon rolls, and candy) sold to a pupil, except food served as part of a USDA meal program, must meet all of the following standards:

- Not more than 35 percent of its total calories from fat (excluding nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes)
- Not more than 10 percent of its total calories from saturated fat (excluding eggs or cheese packaged for individual sale)
- Not more than 35 percent of its total weight may be composed of sugar, including naturally occurring and added sugar (excluding fruits or vegetables that have not been deep-fried)
- Not more than 250 calories per individual food item

Entrée items (foods generally regarded as being the primary food in a meal, and shall include, but not be limited to, sandwiches, burritos, pasta, pizza) sold to a pupil, except food sold as part of a USDA meal program, must meet all the following standards:

- No more than 400 calories per entrée
- No more than 4 grams of fat per 100 calories in each entrée
- Categorized as entrée items in the School Breakfast Program or National School Lunch Program

Noncompliant foods may be sold if the sale takes place off of and away from school premises, the sale takes place at least one-half hour after the end of the school day, or the sale occurs during a school-sponsored pupil activity after the end of the school day.

High Schools (EC sections 49431.2 and 49431.5)**Beverage standards:**

Beverage standards specified for middle and junior high schools are phased in between July 1, 2007 (when 50 percent of beverages sold to pupils must meet standards) and July 1, 2009 (when 100 percent of beverages sold to pupils must meet standards).

Please note that while the statute does not specify that high schools are included, they are also not exempted. Specifically, EC 49431.5(b)(1) states “Commencing July 1, 2007, no less than 50 percent of all beverages sold to a pupil...” must comply. Thus, as of July 1, 2007, the beverage standards set forth in SB 965 include high schools.

As certain beverages will begin being phased out, it is also important to point out the requirements regarding sodas – which are currently allowed in high schools, except during meal periods. But, after July 1, 2009 only beverages that comply with SB 965

can be sold to pupils.

Food standards effective July 1, 2007:

Same as the food standards specified under the Middle and Junior High section.

Definitions (EC sections 49430 and 49431.5)

- Full meal: any combination of food items that meet United States Department of Agriculture (USDA)-approved School Breakfast or National School Lunch Program meal pattern requirements.
- Added Sweetener: any additive other than 100 percent fruit juice that enhances the sweetness of a beverage.
- Sold/Sale of beverages: the exchange of food or beverages for money, coupons, or vouchers.
- Elementary school: any public school that maintains any grade from kindergarten to grade 6, but no grade higher than grade 6.
- Middle school: any public school that maintains grade 7 or 8, 7 to 9, or 7 to 10.
- High school: any public school that maintains any of grades 10 to 12.

Please note that per the statutory definitions specified above:

- Examples of elementary schools include grades K-3, K-5, K-6, 4-6, but cannot have a grade higher than grade 6
- Examples of middle schools are grades K-8, 7-8, 7-9, 7-10 as they contain grades seven or eight, seven to nine, or seven to ten
- Examples of high schools are grades 7-12, 9-12, 10-12 as they contain grades 10, 11, or 12.

In order to ease the transition for districts to comply with the new food and beverage standards, the Nutrition Services Division (NSD) plans to offer workshops on SB 12/965 best practices and implementation during the 2006-07 school year. Additional implementation resources include *School Nutrition...By Design!*, *Taking Action For Healthy School Environments*, and the complete LEAF Evaluation Report recently completed by the University of California, Berkeley's Center for Weight and Health <http://www.cnr.berkeley.edu/cwh/activities/LEAF.shtml> (Outside Source).

Links to these documents are at <http://www.cde.ca.gov/ls/nu/he/nec.asp>.

These reports show that with restrictions on the foods and beverages sold outside of the school meal program and improvements to access, foods, and the environment within the school meal program, student participation in the school meal program can increase, thereby increasing overall revenue.

If you have any questions regarding this subject, please contact your Nutrition Services Division representative in the Field Services Unit at 916-445-0850 or 800-952-5609. You may also contact Michael Danzik, Nutrition Education Assistant, at 916-445-7346 or by e-mail at mdanzik@cde.ca.gov.

Attachment

1. [Summary of Restrictions on Food and Beverage Sales](#) (DOC; 82KB; 7pp.)

Questions: Michael Danzik | mdanzik@cde.ca.gov | 916-445-7346

Summary of Food and Beverage Restrictions in California

JANUARY 1, 2006 – JUNE 30, 2007

ELEMENTARY SCHOOLS*	DURING THE SCHOOL DAY*
<p>Regardless of the time of day, the only beverages sold to pupils by any entity are fruit/vegetable-based drinks of no less than 50 percent fruit/vegetable juice and no added sweeteners; water with no added sweeteners; and milk (two-percent, one-percent, nonfat, soy/rice milk, and other nondairy milk). (SB 965)</p> <p>Noncompliant beverages may be sold for fundraising events if the items are sold by pupils and the sale either takes place off of and away from school premises or the sale takes place at least one-half hour after the end of the school day. (SB 965)</p> <p>Fifty percent of all food items offered by any organization must be selected from the list of nutritious foods. (MB 00-810 – EC 38085)</p> <p>During the school day, student organizations may sell only one food item on campus upon governing board approval. The sale must be after the noon meal, and the food cannot be prepared on campus. They may only have four sales per school per year, and the food item is not sold in the food service program that day at that school. (MB 00-810 – CCR Title 5, Section 15500)</p> <p>Serving FMNV (including most carbonated beverages) is prohibited during a meal service period in an area where reimbursable meals are served and/or eaten. (MB 05-110 – USDA APB: SP-01-04)</p> <p>New food requirements under SB 12 are encouraged but not required. (Compliance with SB 12 food requirements must occur by July 1, 2007.)</p>	<p>During the morning meal time:</p> <ul style="list-style-type: none"> • Only compliant beverages may be sold on campus • Fifty percent of all foods must be nutritious • Student organizations cannot sell food or beverages • FMNV prohibited where reimbursable meals are served and/or eaten <p>Beginning of school day to lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant beverages may be sold on campus • Fifty percent of all foods must be nutritious • Student organizations cannot sell food or beverages <p>During lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant beverages may be sold on campus • Fifty percent of all foods must be nutritious • Student organizations cannot sell food or beverages • FMNV prohibited where reimbursable meals are served and/or eaten <p>End of lunch meal time to end of school day:</p> <ul style="list-style-type: none"> • Only compliant beverages may be sold on campus • Fifty percent of all foods must be nutritious • Student organizations may sell food or beverages consistent with SB 965 and Title 5 <p>After school:</p> <ul style="list-style-type: none"> • Pupils may sell noncompliant beverages for fundraising one-half hour after school • Any organization may sell any food product

* Food and beverage standards include all foods and beverages sold to pupils outside of the reimbursable meal program. Tables are meant to provide an overview. School districts should review actual laws, regulations, and policies to ensure compliance.

References: California Education Code sections 38085, 48931, 49431 (SB 12), 49431.2 (SB 12), 49431.5 (SB 965)
California Code of Regulations: Title 5, Division 1, Chapter 15, Article 1, Sections 15500 and 15501
Code of Federal Regulations: Title 7, Part 210.11

Summary of Food and Beverage Restrictions in California

AS OF JULY 1, 2007

ELEMENTARY SCHOOLS*	DURING THE SCHOOL DAY*
<p>Regardless of the time of day, the only beverages sold to pupils by any entity are fruit/vegetable-based drinks of no less than 50 percent fruit/vegetable juice and no added sweeteners; water with no added sweeteners; and milk (two-percent, one-percent, nonfat, soy/rice milk, and other nondairy milk). (SB 965)</p> <p>Noncompliant beverages may be sold for fundraising events if the items are sold by pupils and the sale either takes place off of and away from school premises or the sale takes place at least one-half hour after the end of the school day. (SB 965)</p> <p>The only food sold to a pupil during the school day are full meals, individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes. A dairy or whole grain food that contains not more than 35 percent calories from fat and not more than 10 percent calories from saturated fat and not more than 35 percent sugar by weight and not more than 175 calories per food item may be sold. (SB 12).</p> <p>During the school day, student organizations may sell only one food item on campus upon governing board approval. The sale must be after the noon meal, and the food cannot be prepared on campus. They may only have four sales per school per year, and the food item is not sold in the food service program that day at that school. (MB 00-810 – CCR Title 5, Section 15500)</p> <p>Serving FMNV (including most carbonated beverages) is prohibited during a meal service period in an area where reimbursable meals are served and/or eaten. (MB 05-110 – USDA APB: SP 01-04)</p> <p>New food requirements replace the requirement that 50 percent of all food items offered by any organization must be selected from the list of nutritious foods. Consequently, EC 38085 is no longer valid.</p>	<p>During the morning meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student organizations cannot sell food or beverages • FMNV prohibited where reimbursable meals are served and/or eaten <p>Beginning of school day to lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student organizations cannot sell food or beverages <p>During lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student organizations cannot sell food or beverages • FMNV prohibited where reimbursable meals are served and/or eaten <p>End of lunch meal time to end of school day:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student organizations may sell food or beverages consistent with SB 12/965 and Title 5 <p>After school:</p> <ul style="list-style-type: none"> • Pupils may sell noncompliant food or beverages for fundraising either off the school campus, or on campus at least one-half hour after school

* Food and beverage standards include all foods and beverages sold to pupils outside of the reimbursable meal program. Tables are meant to provide an overview. School districts should review actual laws, regulations, and policies to ensure compliance.

References: California Education Code sections 38085, 48931, 49431 (SB 12), 49431.2 (SB 12), 49431.5 (SB 965)
 California Code of Regulations: Title 5, Division 1, Chapter 15, Article 1, Sections 15500 and 15501
 Code of Federal Regulations: Title 7, Part 210.11

Summary of Food and Beverage Restrictions in California

JANUARY 1, 2006 – JUNE 30, 2007

MIDDLE/JUNIOR HIGH SCHOOLS*	DURING THE SCHOOL DAY*
<p>From one-half hour before to one-half hour after the end of the school day, the only beverages sold to pupils by any entity are: fruit/vegetable-based drinks of no less than 50 percent fruit/vegetable juice and no added sweeteners; water with no added sweeteners; milk (two- percent, one-percent, nonfat milk, soy/rice milk, and other nondairy milk); or electrolyte replacement beverages containing no more than 42 grams of sugar per 20-ounce serving. (SB 965)</p> <p>Noncompliant beverages may be sold up to one-half before school and following one-half hour after school. (SB 965)</p> <p>Fifty percent of all food items offered by any organization must be selected from the list of nutritious foods. (MB 00-810 – EC 38085)</p> <p>During the school day, only one student organization may sell up to three food or beverage items per day upon approval of the governing board. Such foods and beverages cannot be prepared on campus and cannot be the same as items sold in the food service program that day at that school. On no more than four days during the year, any number of student organizations may sell food and beverages. (MB 00-810 – CCR Title 5, Section 15501)</p> <p>Serving FMNV (including most carbonated beverages) is prohibited during a meal service period in an area where reimbursable meals are served and/or eaten. (MB 05-110 – USDA APB: SP 01-04)</p> <p>New food requirements under SB 12 are encouraged but not required. (Compliance with SB 12 food requirements must occur by July 1, 2007.)</p>	<p>During the morning meal time:</p> <ul style="list-style-type: none"> • Only compliant beverages may be sold on campus beginning one-half hour before school • Fifty percent of all foods must be nutritious • Student and other organizations may sell food or beverages consistent with SB 965 and Title 5 • FMNV prohibited where reimbursable meals are served and/or eaten <p>Beginning of school day to lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant beverages may be sold on campus • Fifty percent of all foods must be nutritious • Student and other organizations may sell food or beverages consistent with SB 965 and Title 5 <p>During lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant beverages may be sold on campus • Fifty percent of all foods must be nutritious • Student and other organizations may sell food or beverages consistent with SB 965 and Title 5 • FMNV prohibited where reimbursable meals are served and/or eaten <p>End of lunch meal time to end of school day:</p> <ul style="list-style-type: none"> • Only compliant beverages may be sold on campus • Fifty percent of all foods must be nutritious • Student and other organizations may sell food or beverages consistent with SB 965 and Title 5 <p>After school:</p> <ul style="list-style-type: none"> • Any organization may sell any beverage one-half hour after school • Any organization may sell any food product

* Food and beverage standards include all foods and beverages sold to pupils outside of the reimbursable meal program. Tables are meant to provide an overview. School districts should review actual laws, regulations, and policies to ensure compliance.

References: California Education Code sections 38085, 48931, 49431 (SB 12), 49431.2 (SB 12), 49431.5 (SB 965)
California Code of Regulations: Title 5, Division 1, Chapter 15, Article 1, Sections 15500 and 15501
Code of Federal Regulations: Title 7, Part 210.11

Summary of Food and Beverage Restrictions in California

AS OF JULY 1, 2007

MIDDLE/JUNIOR HIGH SCHOOLS*	DURING THE SCHOOL DAY*
<p>From one-half hour before to one-half hour after the end of the school day, the only beverages sold to pupils by any entity are: fruit/vegetable-based drinks of no less than 50 percent fruit/vegetable juice and no added sweeteners; water with no added sweeteners; milk (two-percent, one-percent, nonfat milk, soy/rice milk, and other nondairy milk); or electrolyte replacement beverages containing no more than 42 grams of sugar per 20-ounce serving. (SB 965)</p> <p>Noncompliant beverages may be sold up to one-half before school and following one-half hour after school. (SB 965)</p> <p>Snacks sold to pupils must contains not more than 35 percent calories from fat (nuts, nut butters, seeds eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, and legumes are exempt) and not more than 10 percent calories from saturated fat (eggs, cheese packaged for individual sale are exempt) and not more than 35 percent sugar by weight (fruits, and vegetables that have not been deep fried are exempt) and not more than 250 calories per food item. Entrée items sold to pupils must contain not more than 400 calories per entrée and not more than 4 grams of fat per 100 calories. (SB 12)</p> <p>During the school day, only one student organization may sell up to three food or beverage items per day upon approval of the governing board. Such foods and beverages cannot be prepared on campus and cannot be the same as items sold in the food service program that day at that school. On no more than four days during the year, any number of student organizations may sell food and beverages. (MB 00-810 – CCR Title 5, Section 15501)</p> <p>Serving FMNV (including most carbonated beverages) is prohibited during a meal service period in an area where reimbursable meals are served and/or eaten. (MB 05-110 – USDA APB: SP 01-04)</p> <p>New food requirements replace the requirement that 50 percent of all food items offered by any organization must be selected from the list of nutritious foods. Consequently, EC 38085 is no longer valid.</p>	<p>During the morning meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus beginning one-half hour before school • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 • FMNV prohibited where reimbursable meals are served and/or eaten <p>Beginning of school day to lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 <p>During lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 • FMNV prohibited where reimbursable meals are served and/or eaten <p>End of lunch meal time to end of school day:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 <p>After school:</p> <ul style="list-style-type: none"> • Any organization may sell any food or beverage one-half hour after school • At a school-sponsored event, any organization may sell any food

* Food and beverage standards include all foods and beverages sold to pupils outside of the reimbursable meal program. Tables are meant to provide an overview. School districts should review actual laws, regulations, and policies to ensure compliance.

References: California Education Code sections 38085, 48931, 49431 (SB 12), 49431.2 (SB 12), 49431.5 (SB 965)
California Code of Regulations: Title 5, Division 1, Chapter 15, Article 1, Sections 15500 and 15501
Code of Federal Regulations: Title 7, Part 210.11

Summary of Food and Beverage Restrictions in California

JANUARY 1, 2006 – JUNE 30, 2007

HIGH SCHOOLS*	DURING THE SCHOOL DAY*
<p>Fifty percent of all food items offered by any organization must be selected from the list of nutritious foods. (MB 00-810 – EC 38085)</p> <p>During the school day, only one student organization may sell up to three food or beverage items per day upon approval of the governing board. Such foods and beverages cannot be prepared on campus and cannot be the same as items sold in the food service program that day at that school. On no more than four days during the year, any number of student organizations may sell food and beverages. (MB 00-810 – CCR Title 5, Section 15501)</p> <p>Serving FMNV (including most carbonated beverages) is prohibited during a meal service period in an area where reimbursable meals are served and/or eaten. (MB 05-110 – USDA APB: SP 01-04)</p> <p>New food requirements under SB 12 and beverage requirements under SB 965 are encouraged but not required. (Compliance with SB 12 must occur by July 1, 2007; and compliance with SB 965 beverage requirements must occur between July 1, 2007 and July 1, 2009)</p>	<p>During the morning meal time:</p> <ul style="list-style-type: none"> • Fifty percent of all foods must be nutritious • Student and other organizations may sell food or beverages consistent with Title 5 • FMNV prohibited where reimbursable meals are served and/or eaten <p>Beginning of school day to lunch meal time:</p> <ul style="list-style-type: none"> • Fifty percent of all foods must be nutritious • Student and other organizations may sell food or beverages consistent with Title 5 <p>During lunch meal time:</p> <ul style="list-style-type: none"> • Fifty percent of all foods must be nutritious • Student and other organizations may sell food or beverages consistent with Title 5 • FMNV prohibited where reimbursable meals are served and/or eaten <p>End of lunch meal time to end of school day:</p> <ul style="list-style-type: none"> • Fifty percent of all foods must be nutritious • Student and other organizations may sell food or beverages consistent with Title 5 <p>After school</p> <ul style="list-style-type: none"> • Any organization may sell any food or beverage

* Food and beverage standards include all foods and beverages sold to pupils outside of the reimbursable meal program. Tables are meant to provide an overview. School districts should review actual laws, regulations, and policies to ensure compliance.

References: California Education Code sections 38085, 48931, 49431 (SB 12), 49431.2 (SB 12), 49431.5 (SB 965)
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 Code of Federal Regulations: Title 7, Part 210.11

Summary of Food and Beverage Restrictions in California

JULY 1, 2007 – JUNE 30, 2009

HIGH SCHOOLS*	DURING THE SCHOOL DAY*
<p>From one-half hour before to one-half hour after the end of the school day, 50 percent of beverages sold to pupils by any entity must be fruit/vegetable-based drinks of no less than 50 percent fruit/vegetable juice and no added sweeteners; water with no added sweeteners; milk (two-percent, one-percent, nonfat milk, soy/rice milk, and other nondairy milk); or electrolyte replacement beverages containing no more than 42 grams of sugar per 20-ounce serving. (SB 965)</p> <p>Noncompliant beverages may be sold up to one-half before school and following one-half hour after school. (SB 965)</p> <p>Snacks sold to pupils must contain not more than 35 percent calories from fat (nuts, nut butters, seeds eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, and legumes are exempt) and not more than 10 percent calories from saturated fat (eggs, cheese packaged for individual sale are exempt) and not more than 35 percent sugar by weight (fruits, and vegetables that have not been deep fried are exempt) and not more than 250 calories per food item. Entrée items sold to pupils must contain not more than 400 calories per entrée and not more than 4 grams of fat per 100 calories. (SB 12)</p> <p>During the school day, only one student organization may sell up to three food or beverage items per day upon approval of the governing board. Such foods and beverages cannot be prepared on campus and cannot be the same as items sold in the food service program that day at that school. On no more than four days during the year, any number of student organizations may sell food and beverages. (MB 00-810 – CCR Title 5, Section 15501)</p> <p>Serving FMNV (including most carbonated beverages) is prohibited during a meal service period in an area where reimbursable meals are served and/or eaten. (MB 05-110 – USDA APB: SP 01-04)</p> <p>New food requirements replace the requirement that fifty percent of all food items offered by any organization must be selected from the list of nutritious foods. Consequently, EC 38085 is no longer valid.</p>	<p>During the morning meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus beginning one-half hour before school • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 • FMNV prohibited where reimbursable meals are served and/or eaten <p>Beginning of school day to lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 <p>During lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 • FMNV prohibited where reimbursable meals are served and/or eaten <p>End of lunch meal time to end of school day:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 <p>After school</p> <ul style="list-style-type: none"> • Any organization may sell any food or beverage one-half hour after school • At a school-sponsored event, any organization may sell any food

* Food and beverage standards include all foods and beverages sold to pupils outside of the reimbursable meal program. Tables are meant to provide an overview. School districts should review actual laws, regulations, and policies to ensure compliance.

References: California Education Code sections 38085, 48931, 49431 (SB 12), 49431.2 (SB 12), 49431.5 (SB 965)
California Code of Regulations: Title 5, Division 1, Chapter 15, Article 1, Sections 15500 and 15501
Code of Federal Regulations: Title 7, Part 210.11

Summary of Food and Beverage Restrictions in California

AS OF JULY 1, 2009

HIGH SCHOOLS*	DURING THE SCHOOL DAY*
<p>From one-half hour before to one-half hour after the end of the school day, 100 percent of beverages sold to pupils by any entity must be fruit/vegetable-based drinks of no less than 50 percent fruit/vegetable juice and no added sweeteners; water with no added sweeteners; milk (two-percent, one-percent, nonfat milk, soy/rice milk, and other nondairy milk); or electrolyte replacement beverages containing no more than 42 grams of sugar per 20-ounce serving. (SB 965)</p> <p>Noncompliant beverages may be sold up to one-half before school and following one-half hour after school. (SB 965)</p> <p>Snacks sold to pupils must contains not more than 35 percent calories from fat (nuts, nut butters, seeds eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, and legumes are exempt) and not more than 10 percent calories from saturated fat (eggs, cheese packaged for individual sale are exempt) and not more than 35 percent sugar by weight (fruits, and vegetables that have not been deep fried are exempt) and not more than 250 calories per food item. Entrée items sold to pupils must contain not more than 400 calories per entrée and not more than 4 grams of fat per 100 calories. (SB 12)</p> <p>During the school day, only one student organization may sell up to three food or beverage items per day upon approval of the governing board. Such foods and beverages cannot be prepared on campus and cannot be the same as items sold in the food service program that day at that school. On no more than four days during the year, any number of student organizations may sell food and beverages. (MB 00-810 – CCR Title 5, Section 15501)</p> <p>Serving FMNV (including most carbonated beverages) is prohibited during a meal service period in an area where reimbursable meals are served and/or eaten. (MB 05-110 – USDA APB: SP 01-04)</p> <p>New food requirements replace the requirement that fifty percent of all food items offered by any organization must be selected from the list of nutritious foods. Consequently, EC 38085 is no longer valid.</p>	<p>During the morning meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus beginning one-half hour before school • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 • FMNV prohibited where reimbursable meals are served and/or eaten <p>Beginning of school day to lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 <p>During lunch meal time:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 • FMNV prohibited where reimbursable meals are served and/or eaten <p>End of lunch meal time to end of school day:</p> <ul style="list-style-type: none"> • Only compliant foods and beverages may be sold on campus • Student and other organizations may sell food or beverages consistent with SB 12/965 and Title 5 <p>After school</p> <ul style="list-style-type: none"> • Any organization may sell any food or beverage one-half hour after school • At a school-sponsored event, any organization may sell any food

* Food and beverage standards include all foods and beverages sold to pupils outside of the reimbursable meal program. Tables are meant to provide an overview. School districts should review actual laws, regulations, and policies to ensure compliance.

References: California Education Code sections 38085, 48931, 49431 (SB 12), 49431.2 (SB 12), 49431.5 (SB 965)
California Code of Regulations: Title 5, Division 1, Chapter 15, Article 1, Sections 15500 and 15501
Code of Federal Regulations: Title 7, Part 210.11

Summary of Requirements for Foods & Beverages Sold in California Schools

The following is a summary of requirements for food sales in California schools. This summary is for foods other than meals that meet USDA-approved School Breakfast Program (SBP) or National School Lunch Program (NSLP) meal pattern requirements.

I. Elementary Schools

The only **foods**, in addition to the USDA reimbursable meals, that may be sold “during the school day” in elementary schools, **effective July 1, 2007** (Ed. Code 49431) are:

“Individually sold portions” of

- Nuts, Nut Butters, and Seeds
- Eggs
- Cheese packaged for individual sale
- Fruit
- Vegetables (except any deep fried vegetable is not allowed)
- Legumes
- Dairy or whole grain items that contain **no more than the following** in each individually-sold food item:
 - 35% of calories from fat;
 - 10% of calories from saturated fat;
 - 35% of total weight from sugar (naturally occurring and added sugar); and
 - 175 Calories.

The only **beverages** that may be sold “regardless of the time of day” in elementary schools, **currently (was effective July 1, 2004**, Ed. Code 49431.5) are:

- Fruit-based drinks that are composed of no less than 50% fruit juice and have no added sweetener (added sweetener is any additive that enhances the sweetness of the beverage, including added sugar or artificial sweetener, but does not include the natural sugar contained within the fruit juice);
- Vegetable-based drinks that are composed of no less than 50% vegetable juice and have no added sweetener;
- Drinking water with no added sweetener; and/or
- Two-percent-fat milk, one-percent-fat milk, nonfat milk, soy milk, rice milk, and other similar nondairy milk products.

For school fundraising events, exceptions to the above food and beverage sale requirements are:

Elementary schools may permit the sale of foods or beverages that do not comply with the above requirements if the items are **sold by pupils** of the school and the sale takes place:

- Off of and away from the school premises; or
- At least one-half hour after the end of the school day.

In addition, the following are specific requirements for student food sales in elementary schools (California Administrative Code, Title 5, s 15500):

The governing board may approve no more than **four sales per year** of **one** “dessert type” food item (that, up to July 1, 2007, must be from the “nutritious” list, for example ice cream or fruit, see Section III). Effective July 1, 2007, sales must be a “dessert type” item from the new approved list (see above) unless it takes place after school or off-campus. The item selected must **not** be the same as one that is sold in the food service program that day at that school and must not be prepared on the school premises; the sale of this item must take place after the midday food service period.

II. Middle, Junior, and High Schools

A. The only **foods**, in addition to the USDA reimbursable meals, that may be sold during the school day in middle, junior, or high schools, **effective July 1, 2007** (Ed. Code 49431.2) are:

“Snacks” that contain **no more than**:

- 35% of its total calories from fat, except the following foods are exempt from this specific requirement:
 - Nuts, Nut Butters, and Seeds
 - Eggs
 - Cheese packaged for individual sale
 - Fruit
 - Vegetables (except any deep fried vegetable is not allowed)
 - Legumes;
- 10% of its total calories from saturated fat, except the following foods are exempt from this specific requirement:
 - Eggs
 - Cheese packaged for individual sale;
- 35% of its total weight shall be composed of sugar, including naturally occurring and added sugar, except the following foods are exempt from this specific requirement:
 - Fruits or vegetables (unless they are deep-fried; deep fried fruits or vegetables may not be served); and
- 250 Calories.

Entrée items that qualify as entrées using USDA meal pattern definitions, and that contain **no more than**:

- 4 grams of fat per 100 calories; and
- 400 Calories.

B. The only **beverages*** that may be sold “regardless of the time of day” in **middle or junior high schools**, **currently** (**was effective July 1, 2004**, Ed. Code 49431.5) are:

- Fruit-based drinks that are composed of no less than 50% fruit juice and have no added sweetener (added sweetener is any additive that enhances the sweetness of the beverage, including added sugar or artificial sweetener, but does not include the natural sugar contained within the fruit juice).
- Vegetable-based drinks that are composed of no less than 50% vegetable juice/s and have no added sweetener.
- Drinking water with no added sweetener.
- Two-percent-fat milk, one-percent-fat milk, nonfat milk, soy milk, rice milk, and other similar nondairy milk.
- An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20-ounce serving.

C. Standards for **beverages sold in high schools**, **effective July 1, 2009**; in the interim, effective **July 1, 2007**, the following requirements must be met for no less than 50% of all beverages sold (Ed. Code 49431.5).

Only the following beverages* may be sold to a pupil at a high school from one-half hour before, to one-half hour after, the school day:

- Fruit-based drinks that are composed of no less than 50% fruit juice and have no added sweetener (added sweetener is any additive that enhances the sweetness of the beverage, including added sugar or artificial sweetener, but does not include the natural sugar contained within the fruit juice).
- Vegetable-based drinks that are composed of no less than 50% vegetable juice/s and have no added sweetener.
- Drinking water with no added sweetener.
- Two-percent-fat milk, one-percent-fat milk, nonfat milk, soy milk, rice milk, and other similar nondairy milk.
- An electrolyte replacement beverage that contains no more than 42 grams of added sweetener per 20-ounce serving.

*Subject to Federal Competitive Food Requirements (see Section V)

Middle, Junior, and High Schools, Continued

Exceptions to the above food and beverage sale requirements:

- Any **food** items may be sold:
 - Off of and away from the school premises; or
 - On school premises at least one-half hour after the end of the school day; or
 - At and during a **school-sponsored pupil activity** at least one-half hour after the end of the school day.
- At middle and junior high schools, **beverages** that do not comply with B, above, may be sold **as part of a school event**:
 - At and during the school-sponsored event at least one-half hour after the end of the school day; and/or
 - In vending machines, pupil stores, and/or cafeterias later than one-half hour after the end of the school day;
- Middle and junior high schools may sell beverages that do not comply with B, above, in vending machines not later than one-half hour before the start, and not sooner than one-half hour after the end, of the school day.

In addition, the following are specific requirements for **student food sales** in middle, junior, and high schools (California Administrative Code, Title 5, s 15501):

Sales in **middle schools and high schools**: currently, the governing board may permit a pupil organization to sell food items (specifically approved by the governing board) during or after the regular school day, with some restrictions. Incorporating the new state laws, in **middle schools**: pupils currently may only sell the list of approved beverages (B, above), and, after July 1, 2007, only the approved list of foods (A, above), during the school day (see above conditions). Until July 1, 2007, 50% of food (categories/types of food) sales must be from the current “nutritious” list, (see Section III, similar in content to the new list). **High school** requirements are the same as for middle schools, except that on July 1, 2007, **50%** of beverages must be from the approved list B, above, advancing to **100%** of beverages from the approved list B, above, on July 1, 2009; from one-half hour before, to one-half hour after, school.

For both middle and high schools, the following requirements for pupil sales will remain in effect:

- Only one pupil organization each school day may sell no more than three types of food or beverage items;
- Any one or more student organizations may conduct no more than four food sales of any food items during a school year in each school, but such sales shall be held on the same four days for any or all organizations;
- The sales during the regular school day are not of food prepared on the premises; and
- The food items sold during the regular school day shall not be the same as any item sold by the district in the food service program at that school during that school day.

USDA and CDE encourage schools to purchase locally produced foods, including wholesome produce from small farmers, to the maximum extent feasible. Farm to school initiatives promote and support strategies for including these foods in the meals and snacks served to children at school (SP 02-18, MB 02-121).

If a school does not have a USDA meal program agreement, one nutritionally adequate* free or reduced-price meal must be provided for each needy pupil during each school day (Ed. Code 49550).

*Definition of nutritionally adequate: qualifying for reimbursement under the federal child nutrition program regulations (Ed. Code 49553).

III. Nutritious Foods (All Grade Levels)

State law (Ed. Code 38085) requires that a minimum of 50% of any food items,* offered for sale each school day at any school site by any entity or organization during regular school hours, are selected from the following list (this is referred to as the list of nutritious foods):

- Milk and dairy products, including cheese, yogurt, frozen yogurt, and ice cream.
- Full-strength fruit and vegetable juices and fruit drinks containing 50% or more full-strength fruit juice, and fruit nectars containing 35% or more full-strength fruit juice.
- Fresh, frozen, canned, and dried fruits and vegetables.
- Nuts, seeds, and nut butters.
- Non-confection grain products, as defined by regulation of the United States Food and Drug Administration, including crackers, breadsticks, tortillas, pizza, pretzels, bagels, muffins, and popcorn.
- Meat, poultry, and fish, and their products, including beef jerky, tacos, meat turnovers, pizza, chili and sandwiches.
- Legumes and legume products, including bean burritos, chili beans, bean dip, roasted soy beans, and soups.
- Any foods which would qualify as one of the required food components of the Type A lunch (note: now replaced by the terminology “reimbursable meal”) which is defined under the National School Lunch Act.

* "Item" is defined as each separate kind of food offered for sale as a separate unit.

Schools that do not have more restrictive policies in place should follow this state law until the new, more restrictive, state laws described above commence on July 1, 2007.

IV. California School District Governing Board Requirements for Entering or Renewing Nonnutritious Beverage or Nonnutritious Food Contracts (Ed. Code 35182.5)

The governing board of a school district may not permit the district or a school in the district to enter into or renew a contract that grants exclusive or nonexclusive advertising rights; or grants the right to the exclusive or nonexclusive sale of carbonated beverages, nonnutritious beverages, or nonnutritious foods, unless it adopts a policy, after a public hearing of the governing board, to ensure that:

- Internal controls are in place to protect the integrity of public funds;
- Funds raised benefit public education; and
- Contracts are entered into on a competitive basis pursuant to required procedures.

This law requires that the public, including parents and pupils, have an opportunity to comment on each contract, clearly identified, at a public hearing for policy adoption that addresses:

- The nutritional value of food and beverages sold within the district;
- The availability of fresh fruit, vegetables, and grains in school meals and snacks, including, but not limited to, locally grown and organic produce;
- The amount of sugar, fat, and additives in the food and beverages discussed; and
- Barriers to pupil participation in school breakfast and lunch programs.

Each contract must be accessible to the public and cannot contain a confidentiality clause preventing any part of the contract from being public.

V. Competitive Food Requirements

For schools with a USDA meal program agreement, federal regulations concerning **Foods of Minimal Nutrition Value (“FMNV”)** also apply (7CFR210.11):

When the state laws (above), which are more restrictive, become effective, they supersede the federal requirements. However, if any of the allowed foods are classified as a FMNV, for example beverages that meet the above standards and are carbonated, they are *not allowed* in the food service area at meal times. Only those “carbonated beverages” that are exempted from being classified as FMNV by USDA* (such as specific sparkling water brands that received exemptions) will be allowable in the food service area (see definition of “Food Service Area,” below) at meal times. This federal requirement applies to *any* carbonated beverage that is *not* on the exemption list, and therefore (non USDA-exempted) diet sodas, sparkling water, and carbonated juices are currently prohibited in the food service area at meal times under the federal law in all schools; this requirement will continue with the commencement of the high school beverage regulations in 2009.

Competitive foods is defined by USDA as any foods sold in competition with the Program to children in food service areas during the meal periods.

FMNV is defined by USDA as a food which provides less than 5% of the RDI of each of eight specified nutrients per serving. In other words, it must contain at least one of the following eight nutrients: protein, vitamin A, vitamin C, niacin, riboflavin, thiamin, calcium, and iron.

The categories of FMNV include: soda water, water ices, chewing gum, certain candies, hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy-coated popcorn.

Food service area was recently defined by USDA and CDE** as: Any area on the school premises where reimbursable meals are served and/or eaten (either served or eaten, and both served and eaten). When the high school regulations become effective, this will become a moot point, except for the carbonated beverages that meet state requirements and do not have an exemption from USDA (these would be restricted from the food service area, now broadly defined as anywhere food is served and/or eaten).

*Any person may submit a petition to FNS requesting that an individual food be exempted from a category of foods of minimal nutritional value, and a list of all foods exempted is maintained by USDA.

** Defined through a guideline issued by USDA (APB: SP-01-04); CDE issued MB 05-110 to transmit USDA’s interpretation of food service area. Federal regulations do not specify the definition of food service area, and the authority to define food service area was specifically given to states. MB 05-110 changed California’s previous definition of the food service area, through CDE guidance/interpretation (the definition of **food service area** is not in regulation or law).

VI. School Wellness Policy (Section 204, Public Law 08-265): Not later than the beginning of the 2006-2007 school year, school districts participating in USDA’s school meal program shall establish a local “school wellness policy” that, at a minimum:

- Includes goals for nutrition education, physical activity, and other school-based activities designed to promote student wellness in a manner that the district determines appropriate;
- Includes nutrition guidelines for all foods available on the school campus during the school day, with the objectives of promoting student health and reducing childhood obesity;
- Provides an assurance that guidelines for school meals are not less restrictive than those issued by USDA;
- Establishes a plan for measuring implementation of the local wellness policy, including the designation of one or more persons within the district or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy; and
- Involves parents, students, school food service representatives, the school board, school administrators, and the public in development of the local wellness policy.

Information and technical assistance shall be made available by USDA, and shall be for guidance purposes only; this technical assistance shall not be construed as binding or as a mandate to schools.

**Orange County Department of Education
National School Lunch Program
3rd Quarter ending March 31**

		FY 05/06	FY 06/07	FY 07/08 as of 3/14/08
NSLP State Revenue	8220	95,268.55	98,485.17	128,774.94
NSLP Federal Revenue	8520	5,660.91	9,381.53	12,664.27
Food Service Sales	8634	6,512.94	6,372.88	7,928.85
Cont to Food Service	8992			
		<u>107,442.40</u>	<u>112,219.58</u>	<u>149,368.06</u>
Custodian	2211	60,965.92	63,392.39	73,254.24
Cafeteria Assistant	2215	40,702.09	47,392.27	46,959.87
Custodian - Extra Duty	2221			
Cafeteria Asst - Extra Duty	2225	147.80		
Custodian Substitutes	2230	2,619.60	4,720.45	3,326.85
Cafet. Asst. Substitutes	2235	1,222.06	1,651.07	444.27
Classified Management	2311	35,316.80	41,687.20	45,800.60
Short Term Employees	2331	4,137.50	3,700.00	1,350.00
PERS, Classified	3202	12,559.60	14,541.44	15,481.44
Medicare, Classified	3314	1,084.63	1,281.99	1,307.07
Alt. Retirement, Classified	3354	41.63	39.06	49.74
Medical Insurance, Class.	3452	25,799.37	28,714.68	29,173.84
Dental Insurance, Class	3464	4,235.40	4,663.08	4,301.03
Vision Insurance, Class.	3466	688.83	687.53	625.08
State Unemployment, Class.	3502	626.31	79.07	82.47
Workers Comp, Class.	3602	3,047.47	3,279.03	3,251.88
Life Insurance, Class.	3932	189.39	198.33	177.11
LT Disability, Class	3954	270.49	275.79	260.93
Salary + Benefits		<u>193,657.00</u>	<u>216,313.38</u>	<u>225,846.12</u>
General Supplies	4301	2,381.04	1,079.94	979.15
Custodial Supplies	4303			
Instructional Supplies	4310		420.23	
Vehicle Fuel (Gas)	4321	6,576.40	6,866.50	6,964.70
Vehicle Maint. Supplies	4325	655.39		(1,143.13)
New Equipment < \$5000	4410			
Equipment Replace < \$5000	4430	439.93		
Food	4710	92,869.90	112,255.67	134,184.75
Other Food Svc Supplies	4790	5,268.02	5,530.43	5,097.77
Operating Supplies		<u>108,190.65</u>	<u>128,152.77</u>	<u>146,083.24</u>
Travel & Conf (Local/Mileage)	5210		55.81	203.65
Dues & Memberships	5310			365.68
Repairs - Equipment	5610	5,854.72	9,855.58	4,543.15
Repairs - Misc.	5620	185.35	285.30	14.98
Rents & Leases (Misc)	5655			145.75
Printing Transfer	5711	772.80	388.00	442.00
Facility Use Transfers	5714	100.00	900.00	
Postage Transfer	5715	30.30	28.80	4.07
Advertising - Newspaper	5869		963.60	961.20
Mtg./Workshop Refreshments	5881			
Cell Phone	5921	817.26	858.06	831.30
Services		<u>7,761.43</u>	<u>13,334.95</u>	<u>7,511.78</u>
Equipment - New	6410			40,833.97
Equipment Replacement	6530			12,539.71
Capital Outlay				<u>53,373.68</u>
Indirect				
Total Expenses		<u>309,609.11</u>	<u>355,801.10</u>	<u>432,814.82</u>

**Orange County Department of Education
Adult Kitchen & Catering
3rd Quarter ending March 31**

		FY 05/06	FY 06/07	FY 07/08
	Object			as of 3/14/08
Food Service Sales	8634	82,585.66	84,780.21	95,294.77
All Other Local Revenue	8699			
Contribution from Unrestricted	8980			
		<u>82,585.66</u>	<u>84,780.21</u>	<u>95,294.77</u>
Custodian	2211			
Cafeteria Assistant	2215	21,674.77	25,079.85	22,382.57
Custodian - Extra Duty	2221			
Cafeteria Asst - Extra Duty	2225	528.43	414.44	46.70
Custodian Substitutes	2230			
Cafet. Asst. Substitutes	2235	330.27	749.12	9,406.37
Classified Management	2311	8,829.20	10,421.80	11,106.40
Short Term Employees	2331			
PERS, Classified	3202	2,859.05	3,338.54	3,996.18
Medicare, Classified	3314	409.94	480.42	570.08
Alt. Retirement, Classified	3354			
Medical Insurance, Class.	3452	6,180.45	7,555.53	5,552.51
Dental Insurance, Class	3454	1,159.14	1,349.85	904.86
Vision Insurance, Class.	3456	166.33	190.26	120.96
State Unemployment, Class.	3502	127.29	16.58	19.71
Workers Comp, Class.	3602	658.69	713.16	815.92
PERS Reduction, Class.	3802	1,224.51	1,425.60	1,594.86
Life Insurance, Class.	3952	50.64	53.01	34.88
LT Disability, Class	3954	44.31	45.36	28.40
Salary + Benefits		44,263.02	51,833.52	56,580.40
General Supplies	4301	(16.66)	545.65	711.95
Instructional Supplies	4310			
Vehicle Fuel (Gas)	4321			
Vehicle Maint. Supplies	4325			
New Equipment < \$5000	4410	439.92		
Equipment Replace. < \$5000	4430			
Food	4710	39,418.74	36,657.23	46,827.63
Other Food Svc Supplies	4790	9,504.73	10,136.03	13,587.19
Operating Supplies		49,346.71	47,338.91	61,126.77
Travel & Conf (Local/Mileage)	5210	126.00	221.71	172.66
Dues & Memberships	5310			
Repairs - Equipment	5610	1,217.30	1,778.81	1,989.25
Repairs - Misc.	5620		68.00	376.98
Rents & Leases (Misc)	5655			359.07
Printing Transfer	5711	252.33	1,200.00	
Facility Use Transfers	5714			
Postage Transfer	5715			
Advertising - Newspaper	5869			
Mtg./Workshop Refreshments	5881			
Telephone/FAX	5922	73.72	168.45	0.15
Services		1,669.35	3,436.97	2,898.11
Equipment - New	6410			
Equipment Replacement	6530			
Capital Outlay		-	-	-
Indirect				
Total Expenses		<u>95,279.08</u>	<u>102,609.40</u>	<u>120,605.28</u>

ORANGE COUNTY DOE**Object Code Summary Report by Cost Center**Selected Criteria for GL470d Report

Enter The Default Ledger:

94

Enter The Month Ending Date:

06/30/2008

Enter Budget Code for Column 1:

FI

Enter Budget Code for Column 2:

SI

Enter (R) for Restricted, (U) for Unrestricted, or (A) for All:

A

Print Subfund Total Page?:

Y

Enter Object Type:

%

Enter Object Code:

%

Enter Pseudo Code:

%

Enter Subfund Code:

0101

Enter Cost Center Code:

4687

Enter Manager Code:

%

Enter Site Code:

%

Enter Function Code:

%

Enter Resource Code:

%

*Second Intern
Child nutrition*

ORANGE COUNTY DOE

Object Code Summary Report by Cost Center

As of: 06/30/2008

Cost Center: 46 CAFETERIA-REIMB/SPEC ED-A
Subfund: 0101 GENERAL FUND

Object	Description	FIRST INTERIM SECOND INTERIM		Enc	Actual		=		Balance	% Used
				To Date	-	To Date				
Total Object Type:AS	Assets	0.00	0.00	0.00	0.00	0.00			0.00	0 %
Total Object Type:FB	Fund Balances	0.00	0.00	0.00	0.00	0.00			0.00	0 %
Total Object Type:LI	Liabilities	0.00	0.00	0.00	0.00	0.00			0.00	0 %
8220	CHILD NUTRITION PROGRAMS	180,000.00	180,000.00	0.00	128,774.94	51,225.06			51,225.06	71 %
	Total for: 8200	180,000.00	180,000.00	0.00	128,774.94	51,225.06			51,225.06	71 %
(8100-8299)	Federal Revenue	180,000.00	180,000.00	0.00	128,774.94	51,225.06			51,225.06	71 %
8520	CHILD NUTRITION PROGRAMS	15,000.00	15,000.00	0.00	12,664.27	2,335.73			2,335.73	84 %
	Total for: 8500	15,000.00	15,000.00	0.00	12,664.27	2,335.73			2,335.73	84 %
(8300-8599)	Other State Revenue	15,000.00	15,000.00	0.00	12,664.27	2,335.73			2,335.73	84 %
8634	FOOD SERVICE SALES	9,000.00	13,000.00	0.00	7,928.85	5,071.15			5,071.15	60 %
	Total for: 8600	9,000.00	13,000.00	0.00	7,928.85	5,071.15			5,071.15	60 %
(8600-8799)	Other Local Revenue	9,000.00	13,000.00	0.00	7,928.85	5,071.15			5,071.15	60 %
8992	CONTRIBUTION TO FOOD SERV	478,751.00	481,338.00	0.00	0.00	481,338.00			481,338.00	0 %
	Total for: 8900	478,751.00	481,338.00	0.00	0.00	481,338.00			481,338.00	0 %
Total for: 8000		682,751.00	689,338.00	0.00	149,368.06	539,969.94			539,969.94	21 %
Total Object Type:RV	Revenues	682,751.00	689,338.00	0.00	149,368.06	539,969.94			539,969.94	21 %
2211	CUSTODIAN	105,647.00	109,882.00	0.00	73,254.24	36,627.76			36,627.76	66 %
2215	CAFETERIA ASSISTANT	73,321.00	76,618.00	0.00	46,959.87	29,658.13			29,658.13	61 %
2221	CUSTODIAN-EXTRA DUTY	200.00	200.00	0.00	0.00	200.00			200.00	0 %
2225	CAFETERIA ASST-EXTRA DUTY	1,000.00	1,000.00	0.00	0.00	1,000.00			1,000.00	0 %
2230	CUSTODIAN SUBSTITUTES	6,000.00	6,000.00	0.00	3,326.85	2,673.15			2,673.15	55 %
2235	CAFETERIA ASST SUBSTITUTES	4,556.00	2,000.00	0.00	444.27	1,555.73			1,555.73	22 %
2290	CLASSIFIED SUPPORT SAL SAVI	-4,842.00	-4,842.00	0.00	0.00	-4,842.00			-4,842.00	0 %
	Total for: 2200	185,882.00	190,858.00	0.00	123,985.23	66,872.77			66,872.77	64 %
2311	CLASSIFIED MANAGEMENT/SUF	65,946.00	68,581.00	0.00	45,800.60	22,780.40			22,780.40	66 %
2331	SHORT TERM EMPLOYEES	5,000.00	5,000.00	0.00	1,350.00	3,650.00			3,650.00	27 %

User: RJHEND
Report: GL470d

<Ver: 092101>

Page: 2

Date: 03/13/2008
Time: 16:22:30

Center: 40 CAFETERIA-REIMB/SPEC ED-A
Fund: 0101 GENERAL FUND

ORANGE COUNTY DOE

Object Code Summary Report by Cost Center

As of: 06/30/2008

Object	Description	FIRST INTERIM		SECOND INTERIM		Enc		Actual		% Used
						To Date		To Date	=	
		Total for: 2300	70,946.00	73,581.00	0.00	0.00	47,150.60	26,430.40	64 %	
		Total for: 2000	256,828.00	264,439.00	0.00	0.00	171,135.83	93,303.17	64 %	
	PUBLIC EMPLOYEES'RETIRE,CL.		22,790.00	23,738.00	0.00	0.00	15,481.44	8,256.56	65 %	
	MEDICARE,CLASSIFIED	Total for: 3200	22,790.00	23,738.00	0.00	0.00	15,481.44	8,256.56	65 %	
	ALTERNATIVE RETIRE,CLASSIF.		2,273.00	2,293.00	0.00	0.00	1,307.07	985.93	57 %	
			658.00	200.00	0.00	0.00	49.74	150.26	24 %	
		Total for: 3300	2,931.00	2,493.00	0.00	0.00	1,356.81	1,136.19	54 %	
	MEDICAL INSURANCE,CLASSIFI		50,011.00	46,541.00	0.00	0.00	29,173.84	17,367.16	62 %	
	DENTAL INSURANCE,CLASSIFIE		7,182.00	6,681.00	0.00	0.00	4,301.03	2,379.97	64 %	
	VISION INSURANCE,CLASSIFIE		1,024.00	972.00	0.00	0.00	625.08	346.92	64 %	
	CLASS BENE SALARY SAVINGS		-2,146.00	-2,146.00	0.00	0.00	0.00	-2,146.00	0 %	
		Total for: 3400	56,071.00	52,048.00	0.00	0.00	34,099.95	17,948.05	65 %	
	STATE UNEMPLOYMENT,CLASS		131.00	134.00	0.00	0.00	82.47	51.53	61 %	
		Total for: 3500	131.00	134.00	0.00	0.00	82.47	51.53	61 %	
	WORKERS'COMPENSATION,CLA		4,987.00	5,092.00	0.00	0.00	3,251.58	1,840.42	63 %	
		Total for: 3600	4,987.00	5,092.00	0.00	0.00	3,251.58	1,840.42	63 %	
	LIFE INSURANCE,CLASSIFIED		286.00	273.00	0.00	0.00	177.11	95.89	64 %	
	LT DISABILITY,CLASSIFIED		415.00	400.00	0.00	0.00	260.93	139.07	65 %	
		Total for: 3900	701.00	673.00	0.00	0.00	438.04	234.96	65 %	
		Total for: 3000	87,611.00	84,178.00	0.00	0.00	54,710.29	29,467.71	64 %	
	GENERAL SUPPLIES		1,500.00	1,500.00	0.00	0.00	979.15	520.85	65 %	
	CUSTODIAL SUPPLIES		500.00	500.00	0.00	0.00	0.00	500.00	0 %	
	VEHICLE FUEL (GASOLINE)		14,000.00	14,000.00	6,498.06	6,964.70	6,964.70	537.24	96 %	
	VEHICLE MAINTENANCE SUPPL		500.00	500.00	1,285.74	-1,143.13	-1,143.13	357.39	28 %	
	HOLDING ACCOUNT/CONTINGE		7,529.00	7,529.00	0.00	0.00	0.00	7,529.00	0 %	
		Total for: 4300	24,029.00	24,029.00	7,783.80	6,800.72	6,800.72	9,444.48	60 %	
	NEW EQUIPMENT < \$5,000		1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0 %	
	EQUIPMENT REPLACEMENT < \$:		500.00	500.00	0.00	0.00	0.00	500.00	0 %	
		Total for: 4400	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0 %	
	FOOD		200,000.00	200,000.00	49,076.87	134,184.75	134,184.75	16,738.38	91 %	

Report: RJHEND
Port: GL470d

<Ver: 092101>

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Date: 03/13/2008
Time: 16:22:30

Object	Description	FIRST INTERIM	SECOND INTERIM	Enc To Date	Actual To Date	=	Balance	% Used
4790	OTHER FOOD SERVICE SUPPLIE	12,000.00	12,000.00	4,915.47	5,097.77		1,986.76	83 %
	Total for: 4700	212,000.00	212,000.00	53,992.34	139,282.52		18,725.14	91 %
	Total for: 4000	237,529.00	237,529.00	61,776.14	146,083.24		29,609.62	87 %
5210	TRAVEL AND CONFERENCES LC	400.00	400.00	0.00	203.65		196.35	50 %
	Total for: 5200	400.00	400.00	0.00	203.65		196.35	50 %
5310	DUES AND MEMBERSHIPS ORG/	400.00	400.00	34.32	365.68		0.00	100 %
	Total for: 5300	400.00	400.00	34.32	365.68		0.00	100 %
5610	REPAIRS - EQUIPMENT	9,500.00	12,000.00	7,101.46	4,543.15		355.39	97 %
5620	REPAIRS - MISCELLANEOUS	500.00	500.00	0.00	14.98		485.02	2 %
5655	RENTS AND LEASES-MISCELLAI	500.00	500.00	354.25	145.75		0.00	100 %
	Total for: 5600	10,500.00	13,000.00	7,455.71	4,703.88		840.41	93 %
5711	PRINTING TRANSFER	1,000.00	600.00	0.00	442.00		158.00	73 %
5714	FACILITY USE TRANSFERS	1,000.00	1,000.00	0.00	0.00		1,000.00	0 %
5715	POSTAGE SHIPPING TRANSFERS	50.00	50.00	0.00	4.07		45.93	8 %
	Total for: 5700	2,050.00	1,650.00	0.00	446.07		1,203.93	27 %
	(5710-5749) Direct Costs for Transfers of Services	2,050.00	1,650.00	0.00	446.07		1,203.93	27 %
5869	ADVERTISING-NEWSPAPER	961.00	961.00	0.00	961.20		-0.20	100 %
	Total for: 5800	961.00	961.00	0.00	961.20		-0.20	100 %
5910	POSTAGE / SHIPPING	25.00	25.00	0.00	0.00		25.00	0 %
5921	CELL PHONE	1,300.00	1,300.00	0.00	831.30		468.70	63 %
	Total for: 5900	1,325.00	1,325.00	0.00	831.30		493.70	62 %
	Total for: 5000	15,636.00	17,736.00	7,490.03	7,511.78		2,734.19	84 %
6410	EQUIPMENT-NEW ADDITIONAL	50,000.00	42,000.00	0.00	40,833.97		1,166.03	97 %
	Total for: 6400	50,000.00	42,000.00	0.00	40,833.97		1,166.03	97 %
6530	EQUIPMENT REPLACEMENT	5,262.00	13,262.00	0.00	12,539.71		722.29	94 %
	Total for: 6500	5,262.00	13,262.00	0.00	12,539.71		722.29	94 %
	Total for: 6000	55,262.00	55,262.00	0.00	53,373.68		1,888.32	96 %

ORANGE COUNTY DOE

Object Code Summary Report by Cost Center

As of: 06/30/2008

Cost Center: 400 CAFETERIA-REIMB/SPEC ED-A

Subfund: 0101 GENERAL FUND

Object	Description	Enc		Actual		Balance	% Used
		FIRST INTERIM	SECOND INTERIM	To Date	To Date		
7340	IPT - SUPPORT COSTS	29,885.00	30,194.00	0.00	0.00	30,194.00	0 %
	Total for: 7300	29,885.00	30,194.00	0.00	0.00	30,194.00	0 %
	Total for: 7000	29,885.00	30,194.00	0.00	0.00	30,194.00	0 %
Total Object Type: XP Expenses		682,751.00	689,338.00	69,266.17	432,814.82	187,257.01	72 %

ORANGE COUNTY DOE

Cost Center: 4 CAFETERIA-REIMB/SPEC ED-A

Object Code Summary Report by Cost Center

As of: 06/30/2008

Subfund: 0101 GENERAL FUND

Object	Description	FIRST INTERIM		SECOND INTERIM		Enc		Actual	
		To Date		To Date		To Date		To Date	
		0.00	0.00	69,266.17	-283,446.76				

Sub Fund Total: 0101 GENERAL FUND

Beg Fund Balance Budget	(9796-9799)	0.00	0.00		
Revenue	(8010-8999)	682,751.00	689,338.00		
Subtotal		682,751.00	689,338.00		
Expenditures	(1000-7999)	682,751.00	689,338.00		
Reserves	(9700-9790)	0.00	0.00		
Subtotal		682,751.00	689,338.00		
Difference		0.00	0.00		
Beg Fund Balance Financial	(9791-9795)				0.00
Revenue	(8010-8999)				149,368.06
Expenditures	(1000-7999)				432,814.82
Non Operating Accounts	(9900-9999)				0.00
Calculated Fund Balance	(Beg_Bal + Rev - Exp - Non_Op)				-283,446.76
Assets	(9100-9499)				0.00
Liabilities	(9500-9699)				0.00
Calculated Fund Balance (Assets - Liabilities)	(Assets - Liabilities)				0.00
Difference					-283,446.76

User: RJHEND

Report: GL470d

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ORANGE COUNTY DOE

Object Code Summary Report by Cost Center

As of: 06/30/2008

Cost Center: 4 CAFETERIA-REIMB/SPEC ED-A

Subfund: 0101 GENERAL FUND

Object	Description	Enc	Actual	Balance	% Used
		FIRST INTERIM	SECOND INTERIM	- To Date	
Total Cost Center: 4687	CAFETERIA-REIMB/SPE	0.00	0.00	69,266.17	-283,446.76

ORANGE COUNTY DOE**Object Code/Pseudo Summary Report****Selected Criteria for GL470b Report**

Enter The Default Ledger:

94

Enter The Month Ending Date:

06/30/2008

Enter Budget Code for Column 1:

FI

Enter Budget Code for Column 2:

SI

Enter (R) for Restricted, (U) for Unrestricted, or (A) for All:

A

Print Subfund Total Page?:

Y

Enter Object Type:

%

Enter Object Code:

%

Enter Pseudo Code:

%

Enter Subfund Code:

0101

Enter Cost Center Code:

4787

Enter Manager Code:

%

Enter Site Code:

%

Enter Function Code:

%

Enter Resource Code:

%

*Second Intern
Catering*

ORANGE COUNTY DOE

Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

As of: 06/30/2008

Object	Description	FIRST INTERIM	SECOND INTERIM	Enc To Date	-	Actual To Date	=	Balance	% Used
2211	CUSTODIAN								
2215	CAFETERIA ASSISTANT								
013877	CATERING/FOOD SERVICE	37,721.00	39,592.00	0.00		22,382.57		17,209.43	56 %
2215	CAFETERIA ASSISTANT	37,721.00	39,592.00	0.00		22,382.57		17,209.43	56 %
2221	CUSTODIAN-EXTRA DUTY								
2225	CAFETERIA ASST-EXTRA DU								
013877	CATERING/FOOD SERVICE	500.00	500.00	0.00		46.70		453.30	9 %
2225	CAFETERIA ASST-EXTRA DUTY	500.00	500.00	0.00		46.70		453.30	9 %
2230	CUSTODIAN SUBSTITUTES								
2235	CAFETERIA ASST SUBSTITU								
013877	CATERING/FOOD SERVICE	8,000.00	10,000.00	0.00		9,406.37		593.63	94 %
2235	CAFETERIA ASST SUBSTITUTES	8,000.00	10,000.00	0.00		9,406.37		593.63	94 %
2290	CLASSIFIED SUPPORT SAL S.								
013877	CATERING/FOOD SERVICE	-4,842.00	-4,842.00	0.00		0.00		-4,842.00	0 %
2290	CLASSIFIED SUPPORT SAL SAVINGS	-4,842.00	-4,842.00	0.00		0.00		-4,842.00	0 %
Total for: 2200		41,379.00	45,250.00	0.00		31,835.64		13,414.36	70 %
2311	CLASSIFIED MANAGEMENT/								
013877	CATERING/FOOD SERVICE	16,487.00	17,145.00	0.00		11,106.40		6,038.60	64 %
2311	CLASSIFIED MANAGEMENT/SUPERV	16,487.00	17,145.00	0.00		11,106.40		6,038.60	64 %
2321	CLASS MNGMT. EXTRA/OVE								
2331	SHORT TERM EMPLOYEES								
Total for: 2300		16,487.00	17,145.00	0.00		11,106.40		6,038.60	64 %
2998	CLASSIFIED COLA - LINE III								
Total for: 2000		57,866.00	62,395.00	0.00		42,942.04		19,452.96	68 %
3202	PUBLIC EMPLOYEES'RETIRI								
013877	CATERING/FOOD SERVICE	5,045.00	5,280.00	0.00		3,996.18		1,283.82	75 %
3202	PUBLIC EMPLOYEES'RETIRE,CLASS.	5,045.00	5,280.00	0.00		3,996.18		1,283.82	75 %

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Remort: GL470b

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ORANGE COUNTY DOE

Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

As of: 06/30/2008

Object	Description	FIRST INTERIM SECOND INTERIM - To Date		Enc To Date	Actual To Date	=	Balance	% Used
Total for: 3200		5,045.00	5,280.00	0.00	3,996.18		1,283.82	75 %
3314	MEDICARE,CLASSIFIED							
013877	CATERING/FOOD SERVICE	872.00	967.00	0.00	570.08		396.92	58 %
3314	MEDICARE,CLASSIFIED	872.00	967.00	0.00	570.08		396.92	58 %
3354	ALTERNATIVE RETIRE,CLAS							
013877	CATERING/FOOD SERVICE	225.00	300.00	0.00	0.00		300.00	0 %
3354	ALTERNATIVE RETIRE,CLASSIFIED	225.00	300.00	0.00	0.00		300.00	0 %
Total for: 3300		1,097.00	1,267.00	0.00	570.08		696.92	44 %
3452	MEDICAL INSURANCE,CLAS							
013877	CATERING/FOOD SERVICE	13,209.00	9,738.00	0.00	5,552.51		4,185.49	57 %
3452	MEDICAL INSURANCE,CLASSIFIED	13,209.00	9,738.00	0.00	5,552.51		4,185.49	57 %
3454	DENTAL INSURANCE,CLASSI							
013877	CATERING/FOOD SERVICE	2,054.00	1,553.00	0.00	904.86		648.14	58 %
3454	DENTAL INSURANCE,CLASSIFIED	2,054.00	1,553.00	0.00	904.86		648.14	58 %
3456	VISION INSURANCE,CLASSIF							
013877	CATERING/FOOD SERVICE	252.00	200.00	0.00	120.96		79.04	60 %
3456	VISION INSURANCE,CLASSIFIED	252.00	200.00	0.00	120.96		79.04	60 %
3458	CLASS BENE SALARY SAVIN							
013877	CATERING/FOOD SERVICE	-2,146.00	-2,146.00	0.00	0.00		-2,146.00	0 %
3458	CLASS BENE SALARY SAVINGS	-2,146.00	-2,146.00	0.00	0.00		-2,146.00	0 %
Total for: 3400		13,369.00	9,345.00	0.00	6,578.33		2,766.67	70 %
3502	STATE UNEMPLOYMENT,CL							
013877	CATERING/FOOD SERVICE	31.00	32.00	0.00	19.71		12.29	61 %
3502	STATE UNEMPLOYMENT,CLASSIFIED	31.00	32.00	0.00	19.71		12.29	61 %
Total for: 3500		31.00	32.00	0.00	19.71		12.29	61 %
3602	WORKERS'COMPENSATION,							
013877	CATERING/FOOD SERVICE	1,144.00	1,268.00	0.00	815.92		452.08	64 %

User: RJHEND

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ORANGE COUNTY DOE

Subfund: 0101 GENERAL FUND

Object Code/Pseudo Summary Report

As of: 06/30/2008

Object	Description	FIRST INTERIM SECOND INTERIM		Enc	Actual		=	Balance	% Used
		To Date	To Date	To Date	To Date	To Date			
3602	WORKERS'COMPENSATION,CLASSIF	1,144.00	1,268.00	0.00	815.92	452.08		452.08	64 %
	Total for: 3600	1,144.00	1,268.00	0.00	815.92	452.08		452.08	64 %
3802	PERS REDUCTION,CLASSIFIED								
013877	CATERING/FOOD SERVICE	2,013.00	2,106.00	0.00	1,594.86	511.14		511.14	75 %
3802	PERS REDUCTION,CLASSIFIED	2,013.00	2,106.00	0.00	1,594.86	511.14		511.14	75 %
	Total for: 3800	2,013.00	2,106.00	0.00	1,594.86	511.14		511.14	75 %
3952	LIFE INSURANCE,CLASSIFIED								
013877	CATERING/FOOD SERVICE	68.00	55.00	0.00	34.88	20.12		20.12	63 %
3952	LIFE INSURANCE,CLASSIFIED	68.00	55.00	0.00	34.88	20.12		20.12	63 %
3954	LT DISABILITY,CLASSIFIED								
013877	CATERING/FOOD SERVICE	62.00	47.00	0.00	28.40	18.60		18.60	60 %
3954	LT DISABILITY,CLASSIFIED	62.00	47.00	0.00	28.40	18.60		18.60	60 %
3998	BENEFITS - CLASSIFIED COL								
	Total for: 3900	130.00	102.00	0.00	63.28	38.72		38.72	62 %
	Total for: 3000	22,829.00	19,400.00	0.00	13,638.36	5,761.64		5,761.64	70 %
4301	GENERAL SUPPLIES								
013877	CATERING/FOOD SERVICE	1,000.00	1,000.00	0.00	711.95	288.05		288.05	71 %
4301	GENERAL SUPPLIES	1,000.00	1,000.00	0.00	711.95	288.05		288.05	71 %
4302	SAFETY & HEALTH SUPPLIE								
4303	CUSTODIAL SUPPLIES								
013877	CATERING/FOOD SERVICE	500.00	500.00	0.00	0.00	500.00		500.00	0 %
4303	CUSTODIAL SUPPLIES	500.00	500.00	0.00	0.00	500.00		500.00	0 %
4315	BUILDING MAINTENANCE SI								
4399	HOLDING ACCOUNT/CONTI								
	Total for: 4300	1,500.00	1,500.00	0.00	711.95	788.05		788.05	47 %
4410	NEW EQUIPMENT <\$5,000								

ORANGE COUNTY DOE

Subfund: 0101 GENERAL FUND

Object Code/Pseudo Summary Report

As of: 06/30/2008

Object	Description	Enc	Actual To Date	Balance	% Used
013877	CATERING/FOOD SERVICE	500.00	500.00	500.00	0 %
4410	NEW EQUIPMENT < \$5,000	500.00	500.00	500.00	0 %
4430	EQUIPMENT REPLACEMENT				
013877	CATERING/FOOD SERVICE	2,000.00	3,000.00	0.00	100 %
4430	EQUIPMENT REPLACEMENT < \$5,000	2,000.00	3,000.00	0.00	100 %
Total for: 4400		2,500.00	3,000.00	500.00	85 %
4710	FOOD				
013877	CATERING/FOOD SERVICE	68,000.00	19,923.99	46,827.63	98 %
4710	FOOD	68,000.00	19,923.99	46,827.63	98 %
4790	OTHER FOOD SERVICE SUPP				
013877	CATERING/FOOD SERVICE	20,000.00	5,498.71	13,587.19	95 %
4790	OTHER FOOD SERVICE SUPPLIES	20,000.00	5,498.71	13,587.19	95 %
Total for: 4700		88,000.00	25,422.70	60,414.82	97 %
Total for: 4000		92,000.00	28,422.70	61,126.77	96 %
5210	TRAVEL AND CONFERENCES				
013877	CATERING/FOOD SERVICE	400.00	400.00	172.66	43 %
5210	TRAVEL AND CONFERENCES LOCAL	400.00	400.00	172.66	43 %
Total for: 5200		400.00	400.00	172.66	43 %
5310	DUES AND MEMBERSHIPS O				
5610	REPAIRS - EQUIPMENT				
013879	CATERING/MAINT	3,500.00	5,000.00	1,989.25	97 %
5610	REPAIRS - EQUIPMENT	3,500.00	5,000.00	1,989.25	97 %
5620	REPAIRS - MISCELLANEOUS				
013879	CATERING/MAINT	1,000.00	1,000.00	376.98	100 %
5620	REPAIRS - MISCELLANEOUS	1,000.00	1,000.00	376.98	100 %
5655	RENTS AND LEASES-MISCEL				
013879	CATERING/MAINT	500.00	500.00	359.07	100 %

User: RJHEND

Report: GL470b

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Date: 03/14/2008
Time: 09:06:00

ORANGE COUNTY DOE

Subfund: 0101 GENERAL FUND

Object Code/Pseudo Summary Report

As of: 06/30/2008

Object	Description	Enc		Actual		Balance	% Used
		FIRST INTERIM	SECOND INTERIM	- To Date	- To Date	=	
5655	RENTS AND LEASES-MISCELLANEOUS	500.00	500.00	140.93	359.07	0.00	100 %
	Total for: 5600	5,000.00	6,500.00	3,652.15	2,725.30	122.55	98 %
5711	PRINTING TRANSFER						
013877	CATERING/FOOD SERVICE	1,200.00	1,200.00	0.00	0.00	1,200.00	0 %
5711	PRINTING TRANSFER	1,200.00	1,200.00	0.00	0.00	1,200.00	0 %
	Total for: 5700	1,200.00	1,200.00	0.00	0.00	1,200.00	0 %
(5710-5749)	Direct Costs for Transfers of Services	1,200.00	1,200.00	0.00	0.00	1,200.00	0 %
5865	OTHR SERVICE CONTRACT/						
5910	POSTAGE / SHIPPING	25.00	25.00	0.00	0.00	25.00	0 %
013877	CATERING/FOOD SERVICE	25.00	25.00	0.00	0.00	25.00	0 %
5910	POSTAGE / SHIPPING	25.00	25.00	0.00	0.00	25.00	0 %
5920	PAGER						
5921	CELL PHONE						
5922	TELEPHONE / FAX						
013877	CATERING/FOOD SERVICE	300.00	300.00	0.00	0.15	299.85	0 %
5922	TELEPHONE / FAX	300.00	300.00	0.00	0.15	299.85	0 %
	Total for: 5900	325.00	325.00	0.00	0.15	324.85	0 %
	Total for: 5000	6,925.00	8,425.00	3,652.15	2,898.11	1,874.74	77 %
6410	EQUIPMENT-NEW ADDITION						
6530	EQUIPMENT REPLACEMENT						
7340	IPT - SUPPORT COSTS						
013038	CATERING/OTH GEN ADMIN	17,333.00	17,681.00	0.00	0.00	17,681.00	0 %
7340	IPT - SUPPORT COSTS	17,333.00	17,681.00	0.00	0.00	17,681.00	0 %
	Total for: 7300	17,333.00	17,681.00	0.00	0.00	17,681.00	0 %
	Total for: 7000	17,333.00	17,681.00	0.00	0.00	17,681.00	0 %

ORANGE COUNTY DOE

Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

As of: 06/30/2008

Object	Description	FIRST INTERIM	SECOND INTERIM	Enc - To Date	Actual To Date	= Balance	% Used
(7310-7349)	Direct Support / Indirect Costs Charges	17,333.00	17,681.00	0.00	0.00	17,681.00	0 %
(1000-7999)	Total Expenditures	196,953.00	200,901.00	32,074.85	120,605.28	48,220.87	75 %
8632	SALE OF PUBLICATIONS						
011429	CATERINGREV	0.00	0.00	0.00	694.37	-694.37	0 %
8632	SALE OF PUBLICATIONS						
8634	FOOD SERVICE SALES	0.00	0.00	0.00	694.37	-694.37	0 %
011429	CATERINGREV	125,000.00	125,000.00	0.00	95,294.77	29,705.23	76 %
8634	FOOD SERVICE SALES	125,000.00	125,000.00	0.00	95,294.77	29,705.23	76 %
8639	OTHER SALES						
8699	ALL OTHER LOCAL REVENUE						
011429	CATERINGREV	6,500.00	6,500.00	0.00	3,952.02	2,547.98	60 %
8699	ALL OTHER LOCAL REVENUE	6,500.00	6,500.00	0.00	3,952.02	2,547.98	60 %
(8600-8799)	Other Local Revenue	131,500.00	131,500.00	0.00	99,941.16	31,558.84	76 %
	Total for: 8600	131,500.00	131,500.00	0.00	99,941.16	31,558.84	76 %
8980	CONTRIBUTION FR UNRESTRICTED						
011429	CATERINGREV	65,453.00	69,401.00	0.00	0.00	69,401.00	0 %
8980	CONTRIBUTION FR UNRESTRICTED RE	65,453.00	69,401.00	0.00	0.00	69,401.00	0 %
8990	CONTRIBUTION FR RESTRICTED						
	Total for: 8900	65,453.00	69,401.00	0.00	0.00	69,401.00	0 %
	Total for: 8000	196,953.00	200,901.00	0.00	99,941.16	100,959.84	49 %
(8980-8999)	Contributions	65,453.00	69,401.00	0.00	0.00	69,401.00	0 %
(8010-8999)	Total Revenue	196,953.00	200,901.00	0.00	99,941.16	100,959.84	49 %

ORANGE COUNTY DOE

Subfund: 0101 GENERAL FUND

Object Code/Pseudo Summary Report

As of: 06/30/2008

Object	Description	FIRST INTERIM		SECOND INTERIM		Enc		Actual		=		Balance	% Used
9140	CASH COLLECTIONS WAITI												
9205	ACCOUNTS REC. MANUAL												
9219	ACCTS RECEIVABLE(AUTOM												
9310	DUE FROM OTHER FUNDS												
011429	CATERINGREV	0.00		0.00		0.00		62.00				62.00	0 %
9310	DUE FROM OTHER FUNDS	0.00		0.00		0.00		62.00				62.00	0 %
Total for: 9300													
(9100-9499)	Assets	0.00		0.00		0.00		62.00				62.00	0 %
9510	ACCOUNTS PAYABLE-MANU												
9519	ACCOUNTS PAYABLE (AUTO												
9521	AUTO YEAR END PAYROLL /												
9551	CALIFORNIA SALES TAX LIA												
9780	OTHER DESIGNATIONS												

ORANGE COUNTY DOE

Subfund: 0101 GENERAL FUND

Object Code/Pseudo Summary Report

As of: 06/30/2008

Object	Description	FIRST INTERIM	SECOND INTERIM	Enc - To Date	Actual - To Date	= Balance	% Used
Sub Fund Total: 0101 GENERAL FUND		0.00	0.00	32,074.85	-20,726.12		
Beg Fund Balance Budget							
Revenue	(9796-9799)	0.00	0.00				
Subtotal	(8010-8999)	196,953.00	200,901.00				
		196,953.00	200,901.00				
Expenditures	(1000-7999)	196,953.00	200,901.00				
Reserves	(9700-9790)	0.00	0.00				
Subtotal		196,953.00	200,901.00				
Difference		0.00	0.00				
Beg Fund Balance Financial							
Revenue	(9791-9795)				0.00		
Expenditures	(8010-8999)				99,941.16		
Non Operating Accounts	(1000-7999)				120,605.28		
	(9900-9999)				0.00		
Calculated Fund Balance	(Beg_Bal + Rev - Exp - Non_Op)				-20,664.12		
Assets	(9100-9499)				62.00		
Liabilities	(9500-9699)				0.00		
Calculated Fund Balance (Assets - Liabilities)	(Assets - Liabilities)				62.00		
Difference					-20,726.12		

ORANGE COUNTY DOE

Object Code/Pseudo Summary Report

Selected Criteria for GL470b Report

Enter The Default Ledger:

94

Enter The Month Ending Date:

06/30/2007

Enter Budget Code for Column 1:

AB

Enter Budget Code for Column 2:

CB

Enter (R) for Restricted, (U) for Unrestricted, or (A) for All:

A

Print Subfund Total Page?:

Y

Enter Object Type:

%

Enter Object Code:

%

Enter Pseudo Code:

%

Enter Subfund Code:

0101

Enter Cost Center Code:

[REDACTED]

Enter Manager Code:

%

Enter Site Code:

%

Enter Function Code:

%

Enter Resource Code:

%

*Annual Audit
Child Nutrition*

ORANGE COUNTY DOE**Object Code/Pseudo Summary Report**

Subfund: 0101 GENERAL FUND

As of: 06/30/2007

Object	Description	ADOPTED BUDGET	Enc To Date	-	Actual To Date	=	Balance	% Used
2211	CUSTODIAN							
013004	CAFETERIA-REIM./FOOD SERVICES	97,308.00	104,017.00	0.00	98,208.75		5,808.25	94 %
2211	CUSTODIAN	97,308.00	104,017.00	0.00	98,208.75		5,808.25	94 %
2215	CAFETERIA ASSISTANT							
013004	CAFETERIA-REIM./FOOD SERVICES	66,371.00	71,154.00	0.00	71,230.90		-76.90	100 %
2215	CAFETERIA ASSISTANT	66,371.00	71,154.00	0.00	71,230.90		-76.90	100 %
2221	CUSTODIAN-EXTRA DUTY							
013004	CAFETERIA-REIM./FOOD SERVICES	200.00	200.00	0.00	0.00		200.00	0 %
2221	CUSTODIAN-EXTRA DUTY	200.00	200.00	0.00	0.00		200.00	0 %
2225	CAFETERIA ASST-EXTRA DU							
013004	CAFETERIA-REIM./FOOD SERVICES	1,000.00	500.00	0.00	0.00		500.00	0 %
2225	CAFETERIA ASST-EXTRA DUTY	1,000.00	500.00	0.00	0.00		500.00	0 %
2230	CUSTODIAN SUBSTITUTES							
013004	CAFETERIA-REIM./FOOD SERVICES	6,000.00	6,700.00	0.00	6,449.74		250.26	96 %
2230	CUSTODIAN SUBSTITUTES	6,000.00	6,700.00	0.00	6,449.74		250.26	96 %
2235	CAFETERIA ASST SUBSTITUT							
013004	CAFETERIA-REIM./FOOD SERVICES	6,500.00	3,000.00	0.00	2,279.99		720.01	75 %
2235	CAFETERIA ASST SUBSTITUTES	6,500.00	3,000.00	0.00	2,279.99		720.01	75 %
2250	DRIVER-EXTRA DUTY OVER							
Total for: 2200		177,379.00	185,571.00	0.00	178,169.38		7,401.62	96 %
2311	CLASSIFIED MANAGEMENT/							
013004	CAFETERIA-REIM./FOOD SERVICES	58,533.00	62,571.00	0.00	62,656.80		-85.80	100 %
2311	CLASSIFIED MANAGEMENT/SUPERV	58,533.00	62,571.00	0.00	62,656.80		-85.80	100 %
2321	CLASS MNGMT. EXTRA/OVE							
2330	CLERICAL/OFFICE SUB SAL							
2331	SHORT TERM EMPLOYEES							
013004	CAFETERIA-REIM./FOOD SERVICES	7,000.00	7,000.00	0.00	6,911.30		88.70	98 %

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ORANGE COUNTY DOE

Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

As of: 06/30/2007

Object	Description	ADOPTED BUDGET	Enc To Date	Actual To Date	=	Balance	% Used
2331	SHORT TERM EMPLOYEES	7,000.00	0.00	6,911.30		88.70	98 %
Total for: 2300		65,533.00	0.00	69,568.10		2.90	99 %
2998	CLASSIFIED COLA - LINE ITI						
Total for: 2000		242,912.00	0.00	247,737.48		7,404.52	97 %
3202	PUBLIC EMPLOYEES'RETIRE						
013004	CAFETERIA-REIM./FOOD SERVICES	20,354.00	0.00	21,863.83		-173.83	100 %
3202	PUBLIC EMPLOYEES'RETIRE,CLASS.	20,354.00	0.00	21,863.83		-173.83	100 %
Total for: 3200		20,354.00	0.00	21,863.83		-173.83	100 %
3314	MEDICARE,CLASSIFIED						
013004	CAFETERIA-REIM./FOOD SERVICES	2,010.00	0.00	1,922.42		270.58	87 %
3314	MEDICARE,CLASSIFIED	2,010.00	0.00	1,922.42		270.58	87 %
3354	ALTERNATIVE RETIRE,CLAS						
013004	CAFETERIA-REIM./FOOD SERVICES	469.00	0.00	90.80		9.20	90 %
3354	ALTERNATIVE RETIRE,CLASSIFIED	469.00	0.00	90.80		9.20	90 %
Total for: 3300		2,479.00	0.00	2,013.22		279.78	87 %
3452	MEDICAL INSURANCE,CLAS						
013004	CAFETERIA-REIM./FOOD SERVICES	36,844.00	0.00	38,519.01		245.99	99 %
3452	MEDICAL INSURANCE,CLASSIFIED	36,844.00	0.00	38,519.01		245.99	99 %
3454	DENTAL INSURANCE,CLASSI						
013004	CAFETERIA-REIM./FOOD SERVICES	6,040.00	0.00	6,239.61		0.39	99 %
3454	DENTAL INSURANCE,CLASSIFIED	6,040.00	0.00	6,239.61		0.39	99 %
3456	VISION INSURANCE,CLASSIF						
013004	CAFETERIA-REIM./FOOD SERVICES	941.00	0.00	928.71		-0.71	100 %
3456	VISION INSURANCE,CLASSIFIED	941.00	0.00	928.71		-0.71	100 %
Total for: 3400		43,825.00	0.00	45,687.33		245.67	99 %
3502	STATE UNEMPLOYMENT,CL						

ORANGE COUNTY DOE

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Subfund: 0101 GENERAL FUND

As of: 06/30/2007

Object	Description	ADOPTED BUDGET	Enc To Date	Actual To Date	=	Balance	% Used
013004	CAFETERIA-REIM./FOOD SERVICES	122.00	0.00	120.15		8.85	93 %
3502	STATE UNEMPLOYMENT,CLASSIFIE	122.00	0.00	120.15		8.85	93 %
	Total for: 3500	122.00	0.00	120.15		8.85	93 %
3602	WORKERS'COMPENSATION,						
013004	CAFETERIA-REIM./FOOD SERVICES	5,094.00	0.00	4,105.38		746.62	84 %
3602	WORKERS'COMPENSATION,CLASSIF	5,094.00	0.00	4,105.38		746.62	84 %
	Total for: 3600	5,094.00	0.00	4,105.38		746.62	84 %
3801	PERS REDUCTION,CERTIFIC						
3802	PERS REDUCTION,CLASSIFI						
3952	LIFE INSURANCE,CLASSIFIE						
013004	CAFETERIA-REIM./FOOD SERVICES	271.00	0.00	263.67		0.33	99 %
3952	LIFE INSURANCE,CLASSIFIED	271.00	0.00	263.67		0.33	99 %
3954	LT DISABILITY,CLASSIFIED						
013004	CAFETERIA-REIM./FOOD SERVICES	362.00	0.00	365.91		1.09	99 %
3954	LT DISABILITY,CLASSIFIED	362.00	0.00	365.91		1.09	99 %
3998	BENEFITS - CLASSIFIED COL						
	Total for: 3900	633.00	0.00	629.58		1.42	99 %
	Total for: 3000	72,507.00	0.00	74,419.49		1,108.51	98 %
4301	GENERAL SUPPLIES						
013004	CAFETERIA-REIM./FOOD SERVICES	2,500.00	0.00	1,472.09		327.91	81 %
013021	CAFETERIA-REIM./MAINTENANCE	1,500.00	0.00	110.49		-10.49	110 %
4301	GENERAL SUPPLIES	4,000.00	0.00	1,582.58		317.42	83 %
4303	CUSTODIAL SUPPLIES						
013004	CAFETERIA-REIM./FOOD SERVICES	0.00	0.00	472.62		-472.62	0 %
4303	CUSTODIAL SUPPLIES	0.00	0.00	472.62		-472.62	0 %
4310	INSTRUCTIONAL SUPPLIES						
4321	VEHICLE FUEL (GASOLINE)						

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Subfund: 0101 GENERAL FUND

Object	Description	ADOPTED BUDGET	Enc To Date	Actual To Date	= Balance	% Used
013021	CAFETERIA-REIM./MAINTENANCE	13,000.00	0.00	13,614.61	-614.61	104 %
4321	VEHICLE FUEL (GASOLINE)	13,000.00	0.00	13,614.61	-614.61	104 %
4325	VEHICLE MAINTENANCE SU					
013021	CAFETERIA-REIM./MAINTENANCE	1,300.00	0.00	2,572.28	-2,072.28	514 %
4325	VEHICLE MAINTENANCE SUPPLIES	1,300.00	0.00	2,572.28	-2,072.28	514 %
4399	HOLDING ACCOUNT/CONTING					
013004	CAFETERIA-REIM./FOOD SERVICES	16,724.00	0.00	0.00	0.00	0 %
4399	HOLDING ACCOUNT/CONTINGENCY	16,724.00	0.00	0.00	0.00	0 %
Total for: 4300						
4410	NEW EQUIPMENT < \$5,000	35,024.00	0.00	18,242.09	-2,842.09	118 %
013004	CAFETERIA-REIM./FOOD SERVICES	1,000.00	0.00	0.00	0.00	0 %
4410	NEW EQUIPMENT < \$5,000	1,000.00	0.00	0.00	0.00	0 %
4430	EQUIPMENT REPLACEMENT					
013004	CAFETERIA-REIM./FOOD SERVICES	500.00	0.00	0.00	0.00	0 %
4430	EQUIPMENT REPLACEMENT < \$5,000	500.00	0.00	0.00	0.00	0 %
Total for: 4400						
4710	FOOD	1,500.00	0.00	0.00	0.00	0 %
013004	CAFETERIA-REIM./FOOD SERVICES	170,000.00	0.00	176,714.98	2,863.02	98 %
4710	FOOD	170,000.00	0.00	176,714.98	2,863.02	98 %
4790	OTHER FOOD SERVICE SUPE					
013004	CAFETERIA-REIM./FOOD SERVICES	16,000.00	0.00	9,136.98	4,863.02	65 %
4790	OTHER FOOD SERVICE SUPPLIES	16,000.00	0.00	9,136.98	4,863.02	65 %
Total for: 4700						
5210	TRAVEL AND CONFERENCE	186,000.00	0.00	185,851.96	7,726.04	96 %
Total for: 4000						
013004	CAFETERIA-REIM./FOOD SERVICES	222,524.00	0.00	204,094.05	4,883.95	97 %
5210	TRAVEL AND CONFERENCE	200.00	0.00	55.61	144.39	27 %
013004	CAFETERIA-REIM./FOOD SERVICES	200.00	0.00	55.61	144.39	27 %

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Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

As of: 06/30/2007

Object	Description	ADOPTED BUDGET CURRENT BUDGET - To Date				Enc	Actual	=	Balance	% Used
						To Date	To Date			
5210	TRAVEL AND CONFERENCES LOCAL	200.00	200.00	0.00	55.61	144.39	27 %			
5220	TRAVEL AND CONFERENCES									
5310	DUES AND MEMBERSHIPS O									
013004	CAFETERIA-REIM./FOOD SERVICES	0.00	0.00	0.00	310.00	-310.00	0 %			
5310	DUES AND MEMBERSHIPS ORGANIZ	0.00	0.00	0.00	310.00	-310.00	0 %			
5610	REPAIRS - EQUIPMENT									
013004	CAFETERIA-REIM./FOOD SERVICES	1,200.00	1,500.00	0.00	627.10	872.90	41 %			
013021	CAFETERIA-REIM./MAINTENANCE	15,000.00	12,000.00	0.00	11,412.57	587.43	95 %			
5610	REPAIRS - EQUIPMENT	16,200.00	13,500.00	0.00	12,039.67	1,460.33	89 %			
5620	REPAIRS - MISCELLANEOUS									
013021	CAFETERIA-REIM./MAINTENANCE	300.00	500.00	0.00	285.30	214.70	57 %			
5620	REPAIRS - MISCELLANEOUS	300.00	500.00	0.00	285.30	214.70	57 %			
5711	PRINTING TRANSFER									
013004	CAFETERIA-REIM./FOOD SERVICES	1,000.00	750.00	0.00	524.00	226.00	69 %			
5711	PRINTING TRANSFER	1,000.00	750.00	0.00	524.00	226.00	69 %			
5714	FACILITY USE TRANSFERS									
013004	CAFETERIA-REIM./FOOD SERVICES	100.00	1,500.00	0.00	900.00	600.00	60 %			
5714	FACILITY USE TRANSFERS	100.00	1,500.00	0.00	900.00	600.00	60 %			
5715	POSTAGE SHIPPING TRANSF									
013004	CAFETERIA-REIM./FOOD SERVICES	50.00	50.00	0.00	29.77	20.23	59 %			
5715	POSTAGE SHIPPING TRANSFERS	50.00	50.00	0.00	29.77	20.23	59 %			
Total for: 5700		1,150.00	2,300.00	0.00	1,453.77	846.23	63 %			
(5710-5749) Direct Costs for Transfers of Services		1,150.00	2,300.00	0.00	1,453.77	846.23	63 %			

ORANGE COUNTY DOE

Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

As of: 06/30/2007

Object	Description	ADOPTED BUDGET		CURRENT BUDGET - To Date		Enc To Date	Actual To Date	=	Balance	% Used
5869	ADVERTISING-NEWSPAPER									
013004	CAFETERIA-REIM./FOOD SERVICES	0.00	964.00	0.00	963.60		963.60		0.40	99 %
5869	ADVERTISING-NEWSPAPER	0.00	964.00	0.00	963.60		963.60		0.40	99 %
5881	MEETING/WORKSHOP REFR									
	Total for: 5800	0.00	964.00	0.00	963.60		963.60		0.40	99 %
5910	POSTAGE / SHIPPING									
013004	CAFETERIA-REIM./FOOD SERVICES	25.00	10.00	0.00	0.00		0.00		10.00	0 %
5910	POSTAGE / SHIPPING	25.00	10.00	0.00	0.00		0.00		10.00	0 %
5921	CELL PHONE									
013004	CAFETERIA-REIM./FOOD SERVICES	1,300.00	1,300.00	0.00	1,273.92		1,273.92		26.08	97 %
5921	CELL PHONE	1,300.00	1,300.00	0.00	1,273.92		1,273.92		26.08	97 %
5922	TELEPHONE / FAX									
	Total for: 5900	1,325.00	1,310.00	0.00	1,273.92		1,273.92		36.08	97 %
	Total for: 5000	19,175.00	18,774.00	0.00	16,381.87		16,381.87		2,392.13	87 %
6410	EQUIPMENT-NEW ADDITION									
6530	EQUIPMENT REPLACEMENT									
7340	IPT - SUPPORT COSTS									
015086	CAFETERIA-REIM./OTR GEN ADMIN	27,856.00	27,921.00	0.00	27,131.64		27,131.64		789.36	97 %
7340	IPT - SUPPORT COSTS	27,856.00	27,921.00	0.00	27,131.64		27,131.64		789.36	97 %
	Total for: 7300	27,856.00	27,921.00	0.00	27,131.64		27,131.64		789.36	97 %
	Total for: 7000	27,856.00	27,921.00	0.00	27,131.64		27,131.64		789.36	97 %
(7310-7349)	Direct Support / Indirect Costs Charges	27,856.00	27,921.00	0.00	27,131.64		27,131.64		789.36	97 %
(1000-7999)	Total Expenditures	584,974.00	586,343.00	0.00	569,764.53		569,764.53		16,578.47	97 %
8220	CHILD NUTRITION PROGRAM									

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Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

As of: 06/30/2007

Object	Description	ADOPTED BUDGET	Enc To Date	Actual To Date	=	Balance	% Used
011428	CAFETERIA - REIM/REVENUE	167,500.00	0.00	218,672.42	-	-28,672.42	115 %
8220	CHILD NUTRITION PROGRAMS	167,500.00	0.00	218,672.42	-	-28,672.42	115 %
Total for: 8200		167,500.00	0.00	218,672.42	-	-28,672.42	115 %
(8100-8299) Federal Revenue		167,500.00	0.00	218,672.42	-	-28,672.42	115 %
8520	CHILD NUTRITION PROGRAMS	11,500.00	0.00	15,253.94	-	-253.94	101 %
011428	CAFETERIA - REIM/REVENUE	11,500.00	0.00	15,253.94	-	-253.94	101 %
8520	CHILD NUTRITION PROGRAMS	11,500.00	0.00	15,253.94	-	-253.94	101 %
Total for: 8500		11,500.00	0.00	15,253.94	-	-253.94	101 %
(8300-8599) Other State Revenue		11,500.00	0.00	15,253.94	-	-253.94	101 %
8634	FOOD SERVICE SALES	9,000.00	0.00	8,512.65	-	487.35	94 %
011428	CAFETERIA - REIM/REVENUE	9,000.00	0.00	8,512.65	-	487.35	94 %
8634	FOOD SERVICE SALES	9,000.00	0.00	8,512.65	-	487.35	94 %
8639	OTHER SALES	9,000.00	0.00	8,512.65	-	487.35	94 %
Total for: 8600		9,000.00	0.00	8,512.65	-	487.35	94 %
(8600-8799) Other Local Revenue		9,000.00	0.00	8,512.65	-	487.35	94 %
8980	CONTRIBUTION FR UNREST	396,974.00	0.00	327,325.52	-	45,017.48	87 %
8990	CONTRIBUTION FR RESTRIC	396,974.00	0.00	327,325.52	-	45,017.48	87 %
8992	CONTRIBUTION TO FOOD SE	396,974.00	0.00	327,325.52	-	45,017.48	87 %
011428	CAFETERIA - REIM/REVENUE	396,974.00	0.00	327,325.52	-	45,017.48	87 %
8992	CONTRIBUTION TO FOOD SERVICE	396,974.00	0.00	327,325.52	-	45,017.48	87 %
Total for: 8900		396,974.00	0.00	327,325.52	-	45,017.48	87 %
Total for: 8000		584,974.00	0.00	569,764.53	-	16,578.47	97 %

ORANGE COUNTY DOE

Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

As of: 06/30/2007

Object	Description	ADOPTED BUDGET	CURRENT BUDGET - To Date	Enc - To Date	Actual To Date	= Balance	% Used
(8980-8999)	Contributions	396,974.00	372,343.00	0.00	327,325.52	45,017.48	87 %
(8010-8999)	Total Revenue	584,974.00	586,343.00	0.00	569,764.53	16,578.47	97 %
9140	CASH COLLECTIONS WAITT						
011428	CAFETERIA - REIM/REVENUE	0.00	0.00	0.00	44,724.64	44,724.64	0 %
9140	CASH COLLECTIONS WAITING DEPC						
	Total for: 9100	0.00	0.00	0.00	44,724.64	44,724.64	0 %
9205	ACCOUNTS REC. MANUAL						
9219	ACCTS RECEIVABLE(AUTOM						
011428	CAFETERIA - REIM/REVENUE	0.00	0.00	0.00	82.00	82.00	0 %
9219	ACCTS RECEIVABLE(AUTOMATIC)						
9290	DUE FROM GRANTOR GOVE						
011428	CAFETERIA - REIM/REVENUE	0.00	0.00	0.00	23,076.02	23,076.02	0 %
9290	DUE FROM GRANTOR GOVERNMENT						
	Total for: 9200	0.00	0.00	0.00	23,076.02	23,076.02	0 %
(9100-9499)	Assets						
		0.00	0.00	0.00	23,158.02	23,158.02	0 %
		0.00	0.00	0.00	67,882.66	67,882.66	0 %
9510	ACCOUNTS PAYABLE-MANU						
011428	CAFETERIA - REIM/REVENUE	0.00	0.00	0.00	3,336.90	3,336.90	0 %
9510	ACCOUNTS PAYABLE-MANUAL						
9519	ACCOUNTS PAYABLE (AUTO						
011428	CAFETERIA - REIM/REVENUE	0.00	0.00	0.00	24,919.34	24,919.34	0 %
9519	ACCOUNTS PAYABLE (AUTOMATIC)						
9521	AUTO YEAR END PAYROLL						
011428	CAFETERIA - REIM/REVENUE	0.00	0.00	0.00	23,781.25	23,781.25	0 %
9521	AUTO YEAR END PAYROLL ACCRUA						
		0.00	0.00	0.00	23,781.25	23,781.25	0 %

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Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

Object	Description	ADOPTED BUDGET		Enc	Actual	Balance	% Used
		CURRENT BUDGET	- To Date	- To Date	= To Date		
Total for: 9500							
(9500-9699)	Liabilities	0.00	0.00	0.00	52,037.49	52,037.49	0 %
9780	OTHER DESIGNATIONS						
9791	BEGINNING BALANCE						
9799	APPROPRIATED FUND BALA						

ORANGE COUNTY DOE

Object Code/Pseudo Summary Report

As of: 06/30/2007

Subfund: 0101 GENERAL FUND

Object	Description	GENERAL FUND	ADOPTED BUDGET	Enc	Actual	Balance	% Used
			CURRENT BUDGET	To Date	To Date		
Sub Fund Total: 0101			0.00	0.00	-15,845.17		
Beg Fund Balance Budget							
Revenue	(9796-9799)		0.00				
Subtotal	(8010-8999)		584,974.00	586,343.00			
Expenditures	(1000-7999)		584,974.00	586,343.00			
Reserves	(9700-9799)		0.00	0.00			
Subtotal			584,974.00	586,343.00			
Difference			0.00	0.00			
Beg Fund Balance Financial							
Revenue	(9791-9795)				0.00		
Expenditures	(8010-8999)				569,764.53		
Non Operating Accounts	(1000-7999)				569,764.53		
	(9900-9999)				0.00		
Calculated Fund Balance	(Beg_Bal + Rev - Exp - Non_Op)				0.00		
Assets	(9100-9499)				67,882.66		
Liabilities	(9500-9699)				52,037.49		
Calculated Fund Balance (Assets - Liabilities)	(Assets - Liabilities)				15,845.17		
Difference					-15,845.17		

ORANGE COUNTY DOE
Object Code/Pseudo Summary Report*Annual*
*Catering*Selected Criteria for GL470b Report

Enter The Default Ledger:

94

Enter The Month Ending Date:

06/30/2007

Enter Budget Code for Column 1:

AB

Enter Budget Code for Column 2:

CB

Enter (R) for Restricted, (U) for Unrestricted, or (A) for All:

A

Print Subfund Total Page?:

Y

Enter Object Type:

%

Enter Object Code:

%

Enter Pseudo Code:

%

Enter Subfund Code:

0101

Enter Cost Center Code:

4787

Enter Manager Code:

%

Enter Site Code:

%

Enter Function Code:

%

Enter Resource Code:

%

ORANGE COUNTY DOE

Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

As of: 06/30/2007

Object	Description	ADOPTED BUDGET		Enc	Actual	=		% Used
		CURRENT	BUDGET -	To Date	To Date		Balance	
2211	CUSTODIAN							
2215	CAFETERIA ASSISTANT							
013877	CATERING/FOOD SERVICE	34,833.00	37,413.00	0.00	37,610.29		-197.29	100 %
2215	CAFETERIA ASSISTANT	34,833.00	37,413.00	0.00	37,610.29		-197.29	100 %
2221	CUSTODIAN-EXTRA DUTY							
2225	CAFETERIA ASST-EXTRA DU							
013877	CATERING/FOOD SERVICE	1,000.00	800.00	0.00	414.44		385.56	51 %
2225	CAFETERIA ASST-EXTRA DUTY	1,000.00	800.00	0.00	414.44		385.56	51 %
2230	CUSTODIAN SUBSTITUTES							
2235	CAFETERIA ASST SUBSTITU'							
013877	CATERING/FOOD SERVICE	2,000.00	1,750.00	0.00	2,266.81		-516.81	129 %
2235	CAFETERIA ASST SUBSTITUTES	2,000.00	1,750.00	0.00	2,266.81		-516.81	129 %
Total for: 2200		37,833.00	39,963.00	0.00	40,291.54		-328.54	100 %
2311	CLASSIFIED MANAGEMENT/							
013877	CATERING/FOOD SERVICE	14,633.00	15,643.00	0.00	15,664.20		-21.20	100 %
2311	CLASSIFIED MANAGEMENT/SUPERV	14,633.00	15,643.00	0.00	15,664.20		-21.20	100 %
2321	CLASS MNGMT. EXTRA/OVE							
2331	SHORT TERM EMPLOYEES							
Total for: 2300		14,633.00	15,643.00	0.00	15,664.20		-21.20	100 %
2998	CLASSIFIED COLA - LINE ITI							
Total for: 2000		52,466.00	55,606.00	0.00	55,955.74		-349.74	100 %
3202	PUBLIC EMPLOYEES'RETIRI							
013877	CATERING/FOOD SERVICE	4,786.00	4,840.00	0.00	5,098.65		-258.65	105 %
3202	PUBLIC EMPLOYEES'RETIRE,CLASS.	4,786.00	4,840.00	0.00	5,098.65		-258.65	105 %
Total for: 3200		4,786.00	4,840.00	0.00	5,098.65		-258.65	105 %
3314	MEDICARE,CLASSIFIED							
013877	CATERING/FOOD SERVICE	761.00	798.00	0.00	733.39		64.61	91 %

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Subfund: 0101 GENERAL FUND

As of: 06/30/2007

Object	Description	ADOPTED BUDGET	Enc To Date	Actual To Date	= Balance	% Used
3314	MEDICARE,CLASSIFIED	761.00	798.00	0.00	733.39	64.61 91 %
3354	ALTERNATIVE RETIRE,CLAS					
013877	CATERING/FOOD SERVICE	75.00	25.00	0.00	0.00	25.00 0 %
3354	ALTERNATIVE RETIRE,CLASSIFIED	75.00	25.00	0.00	0.00	25.00 0 %
Total for: 3300						
3452	MEDICAL INSURANCE,CLAS	836.00	823.00	0.00	733.39	89.61 89 %
013877	CATERING/FOOD SERVICE	8,942.00	10,312.00	0.00	10,215.48	96.52 99 %
3452	MEDICAL INSURANCE,CLASSIFIED	8,942.00	10,312.00	0.00	10,215.48	96.52 99 %
3454	DENTAL INSURANCE,CLASSI					
013877	CATERING/FOOD SERVICE	1,749.00	1,806.00	0.00	1,806.21	-0.21 100 %
3454	DENTAL INSURANCE,CLASSIFIED	1,749.00	1,806.00	0.00	1,806.21	-0.21 100 %
3456	VISION INSURANCE,CLASSII					
013877	CATERING/FOOD SERVICE	257.00	253.00	0.00	253.32	-0.32 100 %
3456	VISION INSURANCE,CLASSIFIED	257.00	253.00	0.00	253.32	-0.32 100 %
Total for: 3400						
3502	STATE UNEMPLOYMENT,CL	10,948.00	12,371.00	0.00	12,275.01	95.99 99 %
013877	CATERING/FOOD SERVICE	26.00	28.00	0.00	25.33	2.67 90 %
3502	STATE UNEMPLOYMENT,CLASSIFIED	26.00	28.00	0.00	25.33	2.67 90 %
Total for: 3500						
3602	WORKERS'COMPENSATION,	26.00	28.00	0.00	25.33	2.67 90 %
013877	CATERING/FOOD SERVICE	1,102.00	1,047.00	0.00	887.91	159.09 84 %
3602	WORKERS'COMPENSATION,CLASSIF	1,102.00	1,047.00	0.00	887.91	159.09 84 %
Total for: 3600						
3802	PERS REDUCTION,CLASSIFI	1,102.00	1,047.00	0.00	887.91	159.09 84 %
013877	CATERING/FOOD SERVICE	1,966.00	2,067.00	0.00	2,177.15	-110.15 105 %
3802	PERS REDUCTION,CLASSIFIED	1,966.00	2,067.00	0.00	2,177.15	-110.15 105 %

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Subfund: 0101 GENERAL FUND

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As of: 06/30/2007

Object	Description	ADOPTED BUDGET		Enc	Actual		=	Balance	% Used
				To Date		To Date			
Total for: 3800									
3952	LIFE INSURANCE,CLASSIFIED	1,966.00	2,067.00	0.00	2,177.15	-110.15		105 %	
013877	CATERING/FOOD SERVICE	72.00	70.00	0.00	70.47	-0.47		100 %	
3952	LIFE INSURANCE,CLASSIFIED	72.00	70.00	0.00	70.47	-0.47		100 %	
3954	LT DISABILITY,CLASSIFIED	60.00	60.00	0.00	60.18	-0.18		100 %	
013877	CATERING/FOOD SERVICE	60.00	60.00	0.00	60.18	-0.18		100 %	
3954	LT DISABILITY,CLASSIFIED	60.00	60.00	0.00	60.18	-0.18		100 %	
3998	BENEFITS - CLASSIFIED COI								
Total for: 3900									
Total for: 3000									
4301	GENERAL SUPPLIES	132.00	130.00	0.00	130.65	-0.65		100 %	
013877	CATERING/FOOD SERVICE	1,000.00	1,000.00	0.00	1,921.91	-921.91		192 %	
4301	GENERAL SUPPLIES	1,000.00	1,000.00	0.00	1,921.91	-921.91		192 %	
4302	SAFETY & HEALTH SUPPLIE								
4303	CUSTODIAL SUPPLIES								
013877	CATERING/FOOD SERVICE	0.00	0.00	0.00	472.63	-472.63		0 %	
4303	CUSTODIAL SUPPLIES	0.00	0.00	0.00	472.63	-472.63		0 %	
4315	BUILDING MAINTENANCE SI								
4399	HOLDING ACCOUNT/CONTIN								
013877	CATERING/FOOD SERVICE	6,824.00	0.00	0.00	0.00	0.00		0 %	
4399	HOLDING ACCOUNT/CONTINGENCY	6,824.00	0.00	0.00	0.00	0.00		0 %	
Total for: 4300									
4410	NEW EQUIPMENT < \$5,000	7,824.00	1,000.00	0.00	2,394.54	-1,394.54		239 %	
013877	CATERING/FOOD SERVICE	500.00	500.00	0.00	0.00	500.00		0 %	
4410	NEW EQUIPMENT < \$5,000	500.00	500.00	0.00	0.00	500.00		0 %	
4430	EQUIPMENT REPLACEMENT								
013877	CATERING/FOOD SERVICE	1,000.00	1,200.00	0.00	1,652.85	-452.85		137 %	

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Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

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Object	Description	Enc		Actual		=	
		ADOPTED BUDGET	CURRENT BUDGET - To Date	- To Date	To Date	Balance	% Used
4430	EQUIPMENT REPLACEMENT <\$5,000	1,000.00	1,200.00	0.00	1,652.85	-452.85	137 %
	Total for: 4400	1,500.00	1,700.00	0.00	1,652.85	47.15	97 %
4710	FOOD						
013877	CATERING/FOOD SERVICE	70,000.00	70,000.00	0.00	57,716.14	12,283.86	82 %
4710	FOOD	70,000.00	70,000.00	0.00	57,716.14	12,283.86	82 %
4790	OTHER FOOD SERVICE SUPP						
013877	CATERING/FOOD SERVICE	18,000.00	18,000.00	0.00	15,860.60	2,139.40	88 %
4790	OTHER FOOD SERVICE SUPPLIES	18,000.00	18,000.00	0.00	15,860.60	2,139.40	88 %
	Total for: 4700	88,000.00	88,000.00	0.00	73,576.74	14,423.26	83 %
	Total for: 4000	97,324.00	90,700.00	0.00	77,624.13	13,075.87	85 %
5210	TRAVEL AND CONFERENCE						
013877	CATERING/FOOD SERVICE	200.00	400.00	0.00	221.71	178.29	55 %
5210	TRAVEL AND CONFERENCES LOCAL	200.00	400.00	0.00	221.71	178.29	55 %
	Total for: 5200	200.00	400.00	0.00	221.71	178.29	55 %
5310	DUES AND MEMBERSHIPS O						
5610	REPAIRS - EQUIPMENT						
013877	CATERING/FOOD SERVICE	1,000.00	0.00	0.00	0.00	0.00	0 %
013879	CATERING/MAINT	1,500.00	3,600.00	0.00	6,535.81	-2,935.81	181 %
5610	REPAIRS - EQUIPMENT	2,500.00	3,600.00	0.00	6,535.81	-2,935.81	181 %
5620	REPAIRS - MISCELLANEOUS						
013879	CATERING/MAINT	200.00	200.00	0.00	68.00	132.00	34 %
5620	REPAIRS - MISCELLANEOUS	200.00	200.00	0.00	68.00	132.00	34 %
	Total for: 5600	2,700.00	3,800.00	0.00	6,603.81	-2,803.81	173 %
5711	PRINTING TRANSFER						
013877	CATERING/FOOD SERVICE	1,000.00	1,200.00	0.00	1,200.00	0.00	100 %
5711	PRINTING TRANSFER	1,000.00	1,200.00	0.00	1,200.00	0.00	100 %

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Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

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Object	Description	ADOPTED BUDGET - To Date		Enc - To Date	Actual To Date	=	Balance	% Used
(5710-5749) Direct Costs for Transfers of Services		1,000.00	1,200.00	0.00	1,200.00		0.00	100 %
Total for: 5700		1,000.00	1,200.00	0.00	1,200.00		0.00	100 %
5865	OTHR SERVICE CONTRACT/							
5910	POSTAGE / SHIPPING							
013877	CATERING/FOOD SERVICE	25.00	10.00	0.00	0.00		10.00	0 %
5910	POSTAGE / SHIPPING	25.00	10.00	0.00	0.00		10.00	0 %
5920	PAGER							
5921	CELL PHONE							
5922	TELEPHONE / FAX							
013877	CATERING/FOOD SERVICE	150.00	250.00	0.00	217.42		32.58	86 %
5922	TELEPHONE / FAX	150.00	250.00	0.00	217.42		32.58	86 %
Total for: 5900		175.00	260.00	0.00	217.42		42.58	83 %
Total for: 5000		4,075.00	5,660.00	0.00	8,242.94		-2,582.94	145 %
6410	EQUIPMENT-NEW ADDITION							
6530	EQUIPMENT REPLACEMENT							
7340	IPT - SUPPORT COSTS							
013038	CATERING/OTH GEN ADMIN	15,682.00	15,646.00	0.00	14,732.53		913.47	94 %
7340	IPT - SUPPORT COSTS	15,682.00	15,646.00	0.00	14,732.53		913.47	94 %
Total for: 7300		15,682.00	15,646.00	0.00	14,732.53		913.47	94 %
Total for: 7000		15,682.00	15,646.00	0.00	14,732.53		913.47	94 %
(7310-7349) Direct Support / Indirect Costs Charges		15,682.00	15,646.00	0.00	14,732.53		913.47	94 %
(1000-7999) Total Expenditures		189,343.00	188,918.00	0.00	177,883.43		11,034.57	94 %
8632	SALE OF PUBLICATIONS							

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Object Code/Pseudo Summary Report

As of: 06/30/2007

Object	Description	ADOPTED BUDGET - To Date		Enc - To Date	Actual - To Date	=	Balance	% Used
8634	FOOD SERVICE SALES							
011429	CATERING/REV	100,000.00	110,000.00	0.00	121,196.98		-11,196.98	110 %
8634	FOOD SERVICE SALES	100,000.00	110,000.00	0.00	121,196.98		-11,196.98	110 %
8639	OTHER SALES							
8689	REGISTRATION&MISCELLA							
8699	ALL OTHER LOCAL REVENUE							
011429	CATERING/REV	0.00	0.00	0.00	1,395.88		-1,395.88	0 %
8699	ALL OTHER LOCAL REVENUE	0.00	0.00	0.00	1,395.88		-1,395.88	0 %
Total for: 8600		100,000.00	110,000.00	0.00	122,592.86		-12,592.86	111 %
(8600-8799) Other Local Revenue		100,000.00	110,000.00	0.00	122,592.86		-12,592.86	111 %
8980	CONTRIBUTION FR UNRESTI							
011429	CATERING/REV	89,343.00	78,918.00	0.00	55,290.57		23,627.43	70 %
8980	CONTRIBUTION FR UNRESTRICT RE	89,343.00	78,918.00	0.00	55,290.57		23,627.43	70 %
8990	CONTRIBUTION FR RESTRICT							
Total for: 8900		89,343.00	78,918.00	0.00	55,290.57		23,627.43	70 %
Total for: 8000		189,343.00	188,918.00	0.00	177,883.43		11,034.57	94 %
(8980-8999) Contributions		89,343.00	78,918.00	0.00	55,290.57		23,627.43	70 %
(8010-8999) Total Revenue		189,343.00	188,918.00	0.00	177,883.43		11,034.57	94 %
9140	CASH COLLECTIONS WAITI							
011429	CATERING/REV	0.00	0.00	0.00	198.05		198.05	0 %
9140	CASH COLLECTIONS WAITING DEPC	0.00	0.00	0.00	198.05		198.05	0 %
Total for: 9100		0.00	0.00	0.00	198.05		198.05	0 %
9205	ACCOUNTS REC. MANUAL							
9219	ACCTS RECEIVABLE(AUTON							

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Object Code/Pseudo Summary Report

Subfund: 0101 GENERAL FUND

As of: 06/30/2007

Object	Description	ADOPTED BUDGET	Enc - To Date	Actual To Date	= Balance	% Used
011429	CATERING/REV	0.00	0.00	1,640.00	1,640.00	0 %
9219	ACCTS RECEIVABLE(AUTOMATIC)	0.00	0.00	1,640.00	1,640.00	0 %
	Total for: 9200	0.00	0.00	1,640.00	1,640.00	0 %
9310	DUE FROM OTHER FUNDS					
011429	CATERING/REV	0.00	0.00	62.00	62.00	0 %
9310	DUE FROM OTHER FUNDS	0.00	0.00	62.00	62.00	0 %
	Total for: 9300	0.00	0.00	62.00	62.00	0 %
(9100-9499)	Assets	0.00	0.00	1,900.05	1,900.05	0 %
9510	ACCOUNTS PAYABLE-MANU					
9519	ACCOUNTS PAYABLE (AUTO					
013876	CATERING/REV	0.00	0.00	10,592.50	10,592.50	0 %
9519	ACCOUNTS PAYABLE (AUTOMATIC)	0.00	0.00	10,592.50	10,592.50	0 %
9521	AUTO YEAR END PAYROLL /					
013876	CATERING/REV	0.00	0.00	5,891.16	5,891.16	0 %
9521	AUTO YEAR END PAYROLL ACCRUA	0.00	0.00	5,891.16	5,891.16	0 %
9551	CALIFORNIA SALES TAX LIA					
	Total for: 9500	0.00	0.00	16,483.66	16,483.66	0 %
(9500-9699)	Liabilities	0.00	0.00	16,483.66	16,483.66	0 %
9780	OTHER DESIGNATIONS					

ORANGE COUNTY DOE

Subfund: 0101 GENERAL FUND

Object Code/Pseudo Summary Report

As of: 06/30/2007

Object	Description	GENERAL FUND	ADOPTED BUDGET	Enc To Date	- To Date	Actual To Date	= Balance	% Used
Sub Fund Total: 0101 GENERAL FUND			0.00	0.00	0.00	14,583.61		
Beg Fund Balance Budget								
Revenue	(9796-9799)		0.00	0.00				
Subtotal	(8010-8999)		189,343.00	188,918.00				
			189,343.00	188,918.00				
Expenditures	(1000-7999)		189,343.00	188,918.00				
Reserves	(9700-9799)		0.00	0.00				
Subtotal			189,343.00	188,918.00				
Difference			0.00	0.00				
Beg Fund Balance Financial								
Revenue	(9791-9795)					0.00		
Expenditures	(8010-8999)					177,883.43		
Non Operating Accounts	(1000-7999)					177,883.43		
	(9900-9999)					0.00		
Calculated Fund Balance	(Beg_Bal + Rev - Exp - Non_Op)					-0.00		
Assets	(9100-9499)					1,900.05		
Liabilities	(9500-9699)					16,483.66		
Calculated Fund Balance (Assets - Liabilities)	(Assets - Liabilities)					-14,583.61		
Difference						14,583.61		

FCMAT

FISCAL CRISIS & MANAGEMENT
ASSISTANCE TEAM

CSIS California School Information Services

FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM STUDY AGREEMENT October 16, 2007

The FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM (FCMAT), hereinafter referred to as the Team, and the Orange County Department of Education, hereinafter referred to as the OCDE, mutually agree as follows:

1. BASIS OF AGREEMENT

The Team provides a variety of services to school districts and county offices of education upon request. The District has requested that the Team provide for the assignment of professionals to study specific aspects of the Orange County Department of Education's food service operations. These professionals may include staff of the Team, County Offices of Education, the California State Department of Education, school districts, or private contractors. All work shall be performed in accordance with the terms and conditions of this Agreement.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

The food service department currently provides services under the federal and state nutrition programs, including the National School Lunch and Breakfast programs. The OCDE serves approximately 600 students to approximately 40 sites located in Orange County. The program has an annual operating deficit of approximately \$240,000 with an additional deficit in the catering program of \$55,000. The scope and objectives of this study are to:

- 1) Conduct a review of the OCDE's Child Nutrition program operations, staffing, policies and procedures, menu planning, and catering services and provide recommendations for enhancing revenues or improvements to reduce departmental encroachments, as needed.

B. Services and Products to be Provided

- 1) Orientation Meeting - The Team will conduct an orientation session at the OCDE to brief management and supervisory personnel on the procedures of the Team and on the purpose and schedule of the study.
- 2) On-site Review - The Team will conduct an on-site review at the main office and at school sites if necessary.

- 3) Progress Reports - The Team will hold an exit meeting at the conclusion of the on-site review to inform the OCDE of significant findings and recommendations to that point.
- 4) Exit Letter - The Team will issue an exit letter approximately 10 days after the exit meeting detailing significant findings and recommendations to date and memorializing the topics discussed in the exit meeting.
- 5) Draft Reports - Sufficient copies of a preliminary draft report will be delivered to the OCDE administration for review and comment.
- 6) Final Report - Sufficient copies of the final study report will be delivered to the OCDE following completion of the review.
- 7) Follow-Up Support – Six months after the completion of the study, FCMAT will return to the OCDE, if requested, to confirm the OCDE's progress in implementing the recommendations included in the report, at no costs. Status of the recommendations will be documented to the OCDE in a FCMAT Management Letter.

3. PROJECT PERSONNEL

The study team will be supervised by Anthony L. Bridges, Deputy Executive Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

- A. FCMAT Fiscal Intervention Specialist
- B. FCMAT Child Nutrition Consultant
- C. FCMAT Child Nutrition Consultant

Other equally qualified consultants will be substituted in the event one of the above noted individuals is unable to participate in the study.

4. PROJECT COSTS

The cost for studies requested pursuant to E.C. 42127.8(d)(1) shall be:

- A. \$500.00 per day for each Team Member while on site, conducting fieldwork at other locations, preparing and presenting reports, or participating in meetings.
- B. All out-of-pocket expenses, including travel, meals, lodging, etc. The OCDE will be billed for the daily rate and expenses of the independent consultant, only. Based on the elements noted in section 2 A, the total cost of the study is estimated at \$8,000. The OCDE will be invoiced at actual costs, with 50% of the estimated cost due following the completion of the on-site review and the remaining amount due upon acceptance of the final report by the District.
- C. Any change to the scope will affect the estimate of total cost referenced in item 4B and shall be mutually agreed upon. The terms and conditions proposed by FCMAT may be accepted by the District within a thirty day period from the receipt of this

agreement. All terms and conditions contained herein will become null and void should the District fail to execute this agreement within the specified time period.

Payments for FCMAT services are payable to Kern County Superintendent of Schools-Administrative Agent.

5. RESPONSIBILITIES OF THE DISTRICT

- A. The District will provide office and conference room space while on-site reviews are in progress.
- B. The District will provide the following (if requested):
 - 1) A map of the local area
 - 2) Existing policies, regulations and prior reports addressing the study request
 - 3) Current organizational charts
 - 4) Current and four (4) prior years' audit reports
 - 5) Any documents requested on a supplemental listing
- C. The County Office of Education Administration will review a preliminary draft copy of the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the Team prior to completion of the final report.

Pursuant to EC 45125.1(c), representatives of FCMAT will have limited contact with District pupils. The District shall take appropriate steps to comply with EC 45125.1(c).

6. PROJECT SCHEDULE

The following schedule outlines the planned completion dates for key study milestones:

Orientation:	November 2007
Staff Interviews:	to be determined
Exit Interviews:	to be determined
Preliminary Report Submitted:	to be determined
Final Report Submitted:	to be determined
Board Presentation:	to be determined
Follow-Up Support:	If requested

7. CONTACT PERSON

Please print name of contact person:

Renee Hendrick, Director of Fiscal Services

Telephone 714-966-4061 FAX _____


Internet Address rhendrick@ocde.us

 10.30.07

~~William Habermehl, Superintendent~~ Date

Orange County Department of Education

Lynn April Hartline, Deputy Superintendent

 10/16/07

Barbara Dean, Deputy Administrative Officer Date
Fiscal Crisis and Management Assistance Team