



**Subject:** Meals Served to Food Service Staff

**Approved By:** Board of Directors

**Policy:** 4021.1

**RIVER SPRINGS CHARTER SCHOOL**

**Effective Date:** 12/11/2025

**Revised Date:**

## **Purpose**

The purpose of this policy is to establish consistent guidelines for providing meals to employees directly engaged in the operation and administration (“Food Service Staff”) of the School Nutrition Programs (SNP). These meals support program operations and ensure compliance with federal and state regulations governing the nonprofit school food service account.

## **Policy Statement**

Meals may be furnished at no charge to Food Service Staff members who are directly involved in the daily operation and administration of the School Nutrition Programs. This benefit supports program efficiency, meal quality assurance, and adherence to USDA requirements for safe food handling and timely service.

## **Background**

The United States Department of Agriculture (“USDA”) administers the National School Lunch Program (“NSLP”) and the School Breakfast Program (“SBP”). Both programs are a part of the School Nutrition Programs (“SNP”). This charter participates in the SNP and receives federal reimbursement under as a “School Food Authority” (“SFA”). Consequently, as an SFA, the requirements for pricing of adult meals under both the NSLP and the SBP is regulated by Food and Nutrition Service (“FNS”) Instruction 782-5, Revision 1 (1988). The USDA FNS defines adult meals as program meals served to adults.

An adult meal consists of all the components in reimbursable meals offered to students. If only the main dish or entrée is served without the components of a reimbursable meal, it would be considered a separate or a la carte item and therefore, not an adult meal. Program meals served to teachers, administrators, custodians, and other adults are considered adult meals.

California Education Code (EC) § 38082 prohibits the sale of food to anyone except pupils, and employees of any school district, or members of the governing board, etc. In accordance with EC §

38082, school boards may, through formal resolution, exempt individuals and organizations from the requirements in this section. This policy implements those exceptions.

## **Eligibility**

- Positions eligible for this benefit are those funded by the cafeteria fund and whose primary duties, whether assumed as a volunteer or a paid employee, directly support the School Nutrition Programs, including but not limited to:
  - Nutrition Services Assistants, cooks, and other kitchen support staff
  - Delivery Drivers
  - Kitchen Leads, Managers, Supervisors
  - Temporary kitchen employees and substitutes
- Eligibility is determined by the Senior Director of Nutrition Services and documented annually.
- Meals furnished to eligible staff are considered a program operating cost and not classified as adult meals.
- Meals provided under this policy may not be claimed for reimbursement or counted toward the donated foods entitlement.

## **Meal Parameters**

- Eligible staff may receive one meal per meal period (e.g., breakfast and/or lunch) while on duty.
- Meals must be consumed on site during scheduled work hours and may not be taken off campus.
- Meals should be consistent with the planned reimbursable meal pattern offered to students.
- A la carte items, snacks, or extra entrées outside the reimbursable meal may not be provided without charge.

## **Fiscal Accountability**

- The cost of meals provided under this policy shall be charged to the nonprofit school food service account.
- The Nutrition Services Department shall maintain documentation to demonstrate the allowability of such costs, including designated eligible positions and annual review by program administrators.
- These meals shall not be recorded as reimbursable meals or included in meal counts submitted for federal or state reimbursement.

## **Legal Authority**

This policy is established pursuant to California Education Code (EC) § 38082 and USDA Food and Nutrition Service Instruction 782-5, Revision 1 (1988), which allows School Food Authorities to furnish meals at no charge to adults directly involved in the operation and administration of the School Nutrition Programs, at the discretion of local officials.

### **Implementation and Review**

The Senior Director of Nutrition Services shall develop administrative procedures to implement this policy, including maintaining an updated list of eligible positions and ensuring compliance with all applicable federal, state, and local requirements. This policy shall be reviewed at least every three years or upon issuance of new federal or state guidance.