

CRITERIA AND PROCEDURE

BROAD SUBJECT: Vending Machines

NO: MS-03-06

TITLE:
Use of Vending Machines in School Nutrition Programs

EFFECTIVE DATE:
November 4, 2011
(Revised January 14, 2015)

PURPOSE OF THIS CRITERIA/PROCEDURE –

The following information provides guidance for School Food Authorities that are considering a meal vending machine to be incorporated into their National School Lunch and School Breakfast program.

KEY TERMS AND DEFINITIONS –

Free and Reduced Price Policy Collection and Service Procedures Attachment J: This attachment gives a brief description of the meal counting and claiming systems used in the Georgia School Nutrition Program for reimbursable meals.

<http://www.gadoe.org/Finance-and-Business-Operations/School-Nutrition/Pages/Free-and-Reduced-Price-Policy.aspx>

Administrative Review (AR): comprehensive on-site evaluation of the School Food Authority to ensure compliance with NSLP, SBP, and After-School Snack regulations

Georgia Department of Education GaDOE Portal: a web-based site that provides users with the proper security clearance access to record keeping forms, reporting and accounting instructions

Hazard Analysis Critical Control Point (HACCP): a systematic preventive approach to identify potential food safety hazards, so that key actions can be taken to reduce or eliminate the risk of the hazards being realized

Offer Versus Serve (OVS): A provision available for the National School Lunch and School Breakfast Programs that, when approved, allows students to refuse one or two food or menu items. **(Exception: a minimum of ½ cup of fruit or vegetable must be served for each reimbursable meal.)**

Reimbursable Meals or Snacks: Meals or snacks served to eligible recipients under the NSLP, School Breakfast Program or as an after-school supplement and meeting applicable program requirements so that a claim can be filed for federal reimbursement through the Georgia Department of Education (GaDOE).

School Approved Module (SAM): The state agency database that facilitates the annual approval of schools to participate in the school lunch, school breakfast, after-school snack, seamless summer option (SSO), special milk and commodity foods programs. It is password protected and accessible via the SNP School Nutrition Online (SNO) main menu by an approved user.

School Food Authority (SFA): The governing body responsible for the administration of one or more schools and has the legal authority to operate the School Nutrition Program. Within the public school system, the SFA is the local board of education.

School Nutrition Online Reporting System (SNO): An electronic system that is used to file claims for meals and snacks served. It is authorized by federal regulations and state board of education rule. SNO is password protected and accessible to an approved user.

CRITERIA AND/OR PROCEDURES –

1. Any vending machine that provides a reimbursable school meal represents an extension of the school food service operation. Therefore, school meal vending machines are subject to the same program regulations, procedures, menu planning requirements, competitive food rules, and Offer versus Serve requirements that are applicable to meals offered on a regular service line with a cashier.
2. Any Child Nutrition Program funds used to obtain and maintain vending machines to provide reimbursable meals must be in accordance with the applicable procedures set forth in Title 7, CFR 210.21, concerning procurement of supplies, food, equipment and services.
3. School Food Authority (SFA) is responsible for ensuring that vending machines used to serve reimbursable meals are operated in compliance with program regulations. For example, vending machines must properly dispense a reimbursable meal, accurately document when a reimbursable meal has been selected and served to each student, and track each meal by each students meal eligibility category (e.g. free, reduced-priced, and paid).
4. The SFA must ensure that the use of the vending machine does not allow an eligible student to receive more than one reimbursable meal per service period (e.g. one meal through the traditional meal line and a second meal through the vending machine).
5. If the meal is served at a time other than the lunch time, a Request to Serve and Claim Lunches at a Non-Traditional Time must be completed and sent to the Area Consultant for approval.
6. Identity confirmation procedures must not overtly identify a child as receiving a free or reduced-price meal.
7. All vending meals must be priced as a unit.

8. SFAs are required to notify their Area Consultant of their intent to use vending machines.
9. Vending machines must comply with National School Lunch Program (NSLP) and School Breakfast Program (SBP) regulations and are subject to **Administrative Review (AR)**.
10. SFAs must ensure the proper delivery of program services to students without unnecessarily inhibiting innovation.
11. SFAs must ensure that HACCP guidelines are followed in order to prevent food borne illness by ensuring that all foods are transported in a manner to ensure safety as well as quality and to monitor vending food temperatures. Proper notification of the State and/or Local Department of the Environmental Services of the vending machine use may be necessary if this is a new feeding location.
12. If vending machines are to deliver meals in the NSLP and/or SBP, this should be noted on Attachment J and in Georgia Department of Education **GaDOE** Portal, School Approved Module (SAM).

AUTHORITY – FEDERAL

USDA, FNS Policy Memo SP-03-2007, Vending Machines in School Meal Programs

USDA, FNS Policy Memo SP-13-2008, Use of Vending Machines in School Meals Program

Title 7, Code of Federal Regulation Parts 210.7(c) (2) (ii), 210.9(b) (14), 210.10(f) (1), 210.13(a) &(c), 210.19(e), 210.21

AUTHORITY – STATE

State Board of Education Rule 160-5-1-.22 PERSONNEL REQUIRED

State Board of Education Rule 160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM

Georgia Department of Human Resources Rule 290-5-14