

NON-REIMBURSABLE MEAL COST, FY 95

FNS Instruction 782-5, which explains pricing of adult meals states that “. . . school food service authorities must ensure...that the Federal reimbursements, children’s payments and other non-designated nonprofit food service revenues do not subsidize program meals served to adults.” It goes on to say that “. . . breakfast or lunches served to teachers, administrators, custodians and other adults must be priced so that the adult payment in combination with any per-lunch revenues from other sources designated specifically for the support of adult meals (such as state or local fringe benefit or payroll funds, or funds from voluntary agencies) is sufficient to cover the overall cost of the lunch, including the value of any USDA entitlement and bonus donated foods used to prepare the meal. In non-pricing programs, the adult charge should be at least the amount of reimbursement received for a free lunch under Sections 4 and 11 of the National School Lunch Act, plus the per-meal value of both the entitlement and bonus donated foods.”

Per meal reimbursement rates and commodity support levels for FY 94 result in the following amount:

Section 4 reimbursement for all lunches	\$.1850
Section 11 reimbursement for “free lunches	1.5600
Entitlement and donated foods	.2000

Total funds received for a “free” lunch	\$1.9450

Based on this information, the price of adult meals for the 1993-94 school year will be \$2.00 per meal. This price is the same for lunches or breakfasts.

SPECIAL FOOD ORDERS

Food and supplies for occasions other than the regular breakfast and lunch meal service may be provided under the following conditions:

1. The occasion is sanctioned by the school district. This means that food is not provided to individual staff members, for staff luncheons, baby showers or other such occasions.
2. Money for the meal already exists within the school district budget, e.g., JOM, Title V, athletics, Chapter I.

3. Orders are approved by building administrators before being placed with the food service director. The administrator designates which fund will be charged for the items ordered. If food is served outside of the regular working hours for the food service staff, these staff members must be paid (usually at overtime rates). The designated fund is charged for labor as well as for food and supplies.
4. All orders are placed through the food service director. Orders for sack lunches for athletic or field trips must be ordered at least one week prior to the date of the trip. All other food must be ordered at least three weeks prior to the date of the function. This allows time to order the food and supplies and for other planning.

The food service fund can not receive federal reimbursement for sack lunches for field trips. Therefore, the food service fund needs to be reimbursed out of another fund within the school district for the cost of the lunches. The price of the sack lunches is determined annually. The price for sack lunches during the 1993-94 school year is \$1.75.

The menu for sack lunches and the procedure for providing them are as follows:

1. For each lunch, two sandwiches and one apple is provided. Each sandwich consists of two slices of bread, 2 ounces meat, one slice of cheese (about .66 ounce) and lettuce.
2. Sandwiches are packed in individual plastic bags.
3. Two sandwiches and one apple are packed in a paper sack.
4. The lunches are placed in a box and a sack lunch order slip is attached to the box.
5. Staff who ordered the lunches are responsible for picking up the lunches at the kitchen and providing appropriate storage to preserve the safety of the lunches.

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