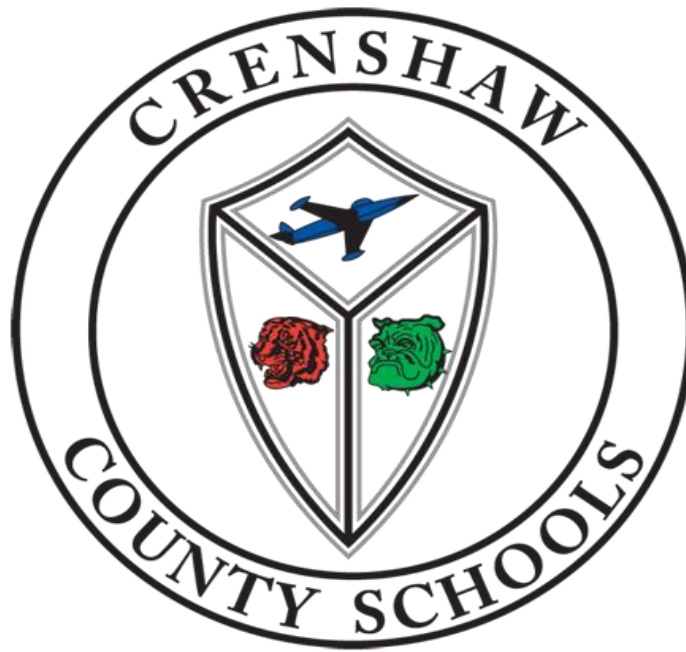


Crenshaw County Public Schools

Child Nutrition SUBSTITUTE TRAINING

*This training document does not imply employment with the
Crenshaw County Board of Education*



Board Members

Steve Jackson—District 1
Sheri Claybrook—District 2
Steve Hermeling—District 3
Sterling Sasser—District 4
Annie Zeigler—District 5

Superintendent Mr. Dodd Hawthorn

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

12/09/2022

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PROGRAM OVERVIEW

CCBOE Child Nutrition Program participates in several USDA funded programs.

School Breakfast Program

National School Lunch

At-Risk Snack & Supper

To receive these benefits, schools must serve meals meeting federal requirements regarding components, nutrients, and portion size. A complete meal which meets federal requirements is referred to as a "reimbursable meal". **Students must be provided access to all required meal components and quantities. This means the first and last student receiving a reimbursable meal must have the same food choices.**

Adult and Visitor meals offered on the serving line follow the same requirements but are not considered reimbursable meals. Adult and Visitor meals are priced to cover the cost of the meal.

CCBOE has a district policy that no outside food products can be brought into the cafeteria in the original boxes, or bags; for example, McDonald's or Subway bags or Little Caesars pizza boxes. Items that are rewrapped or placed in a non-identifiable container have been acceptable. Carbonated beverages in the original containers are also prohibited. It is permissible if they are placed in a thermos or other container.

School Breakfast Program (Breakfast in the Classroom K4-6)

The School Breakfast Program (SBP) is a federally assisted meal program operating in public and non-profit private schools and residential child care institutions. The SBP started in 1966 as a pilot project, and was made a permanent entitlement program by Congress in 1975.

The meal pattern for breakfast consists of five food components:

- Fruits
- Vegetables (May credit toward Fruits requirement)
- Grains
- Meat/Meat Alternate (May credit toward Grains requirement)
- Milk

National School Lunch Program

The [National School Lunch Program \(NSLP\)](#) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or no-cost lunches to children each school day. The program was established under the Richard B. Russell National School Lunch Act, signed into law by President Harry Truman in 1946.

The meal pattern for lunches consists of five food components:

- Fruits
- Vegetables
- Grains
- Meat/Meat Alternate
- Milk

At-Risk Snack & Supper

When school is out and parents are still at work, children need a safe place to be with their friends, with structured activities, supportive adults, and good nutrition. Afterschool programs that participate in CACFP give children and teenagers the nutrition they need, and draw them into constructive activities that are safe, fun, and filled with opportunities for learning.

Food Components	Breakfast	Lunch/Supper	Snack
Milk	1 cup	1 cup	1 cup
Vegetables/ Fruits	1/2 cup	3/4 cup	3/4 cup
Grains/ Breads			
Bread	1 slice	1 slice	1 slice
Dry cereal	3/4 cup	3/4 cup	3/4 cup
Meat/ Meat Alternate			
Lean meat	NOT REQUIRED AT BREAKFAST	2 oz.	1 oz.
Cheese		2 oz.	1 oz.
Eggs		1 large egg	1/2 large egg
Beans or Peas		1/2 cup	1/4 cup

For snacks, 2 of the 4 components must be provided.

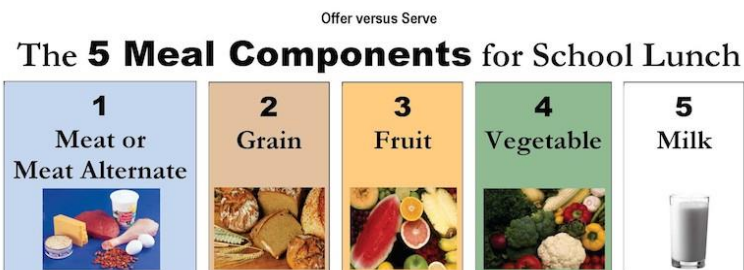
OFFER vs SERVE (OVS)

Offer versus Serve (OVS) is a provision that allows students to decline some of the food offered. The goals of OVS are:

- Reduce food waste
- Permit students to decline foods they do not intend to eat
- Educate the students on healthy food choices and portion size.

Lunch:

Under Offer versus Serve (see section "Offer versus Serve") for lunch, all students, at any grade level, must select:



- At least 3 of 5 food components **AND**
- One of the choices selected must be at least a ½ cup serving of fruit or vegetable.

You choose **at least 3** including

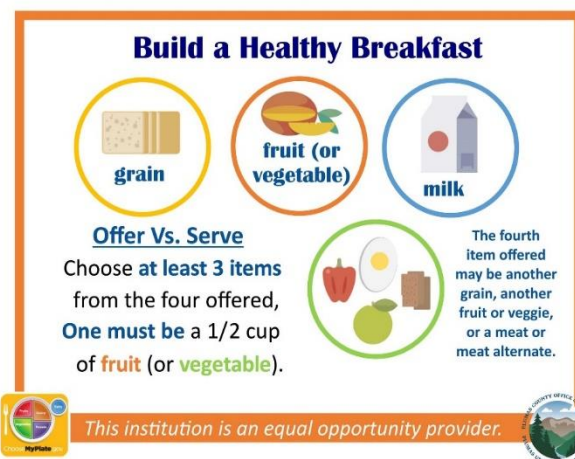
- ½ cup of fruit or vegetable
- at least two other full components

For best nutrition, **choose all 5!**

Breakfast:

Under Offer versus Serve (see section "Offer versus Serve") for breakfast, at least 4 food items must be offered. All students, at any grade level, must select

- At least three food items
- For grains (or meat/meat alternate offered for this component) and milk, the student must select the daily minimum required amount; and
- One of the choices selected must be at least a ½ cup serving of fruit or vegetable.



CCBOE BOARD POLICY 8.40

CHILD NUTRITION PROGRAM

- I. The Crenshaw County Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.
- II. It is an objective of the Crenshaw County School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.
- III. The Crenshaw County Board of education Child Nutrition Program (CNP) lunchrooms shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines. Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.
- IV. Students are prohibited from bringing carbonated beverages and/or fast food items in their original containers into the school lunchrooms.
- V. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

CCBOE BOARD POLICY 8.41

MEAL PATTERNS

All Crenshaw County schools with grades Pre K-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.

The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.

CCBOE BOARD POLICY 7.31

FOOD SERVICE FUNDS

The Crenshaw County Board of Education requires that all Child Nutrition Program funds be accounted for in accordance with policies and procedures set forth by the local, state, and federal requirements.

CCBOE BOARD POLICY 8.42

UNCOLLECTED CHARGED MEALS

The Crenshaw County Board of Education does not permit students or adults to charge meals from the Child Nutrition Program (CNP). Uncollected charged meals are bad debts and are not an allowable expenditure for the Child Nutrition Program (CNP). The CNP director and principal of each school shall develop and oversee a written contingency plan to provide a nominal meal for students when they do not have money to purchase a meal. If the contingency plan allows students to charge a meal, the principal is responsible for eliminating any outstanding indebtedness of students for the end of each school year by utilizing a non-public fund source.

All adult meals will be paid for unless the meals are part of a special incentive program or the meals are for school food service employees.

CCBOE BOARD POLICY 7.35

FOOD SERVICE CHARGED MEALS

The Alabama State Department of Education does not recommend charging meals of any type. The Crenshaw County Child Nutrition Program (CNP) cannot incur any expenses due to meal charging based on program regulations. It is the responsibility of the parent or guardian to pay for the meals a child receives. Prepayment for meals by the week, month, or year is recommended.

Each local school principal and CNP manager shall develop a contingency plan to provide meals to students in the event a student is without meal payment funds.

All grade levels

- Charge limit of \$10.00 for reimbursable breakfast and lunch meals only.
- No a-la-carte items are allowed to be charged.
- No a-la-carte purchase (account or cash) if account has a negative balance.
- Manager will send charge letter to student's family when a negative balance is reached weekly
- Parent or Guardian may request a refund in writing for the remaining money on their student's account if they are withdrawing or graduating from CCBOE.

Adults and visitors are not allowed to charge. Purchases must be paid for at time of service. Every CCBOE employee has an account set-up in the Point of Sale (POS) system. Encourage district employees to deposit money in their account.

MONEY HANDLING

All money handling procedures will be followed in accordance with CCBOE Board Policy. SUBSTITUTES SHOULD FOLLOW ALL EMPLOYEE POLICIES RELATED TO MONEY HANDLING.

- Managers are to verify all currency and checks counted and recorded.
- Cashiers will not verify cash amounts of another cashier unless the person is acting in the role of Manager for the day.
- Staff will only sign/verify money they have personally counted.
- Staff is prohibited from using personal funds to "balance" for the day.
- Deposits must be counted by the manager or designee in the presence of another CNP employee or designee.
- Designee must then recount the money in the presence of the manager or assistant manager.
- Deposits must be signed by both employees and the deposit must be made at the bank that day before 2:00 pm.
- Failure to follow all money handling procedures will result in disciplinary action up to and including recommendation for termination.

CHAIN OF COMMAND

SUBSTITUTE SHOULD FOLLOW ALL EMPLOYEE POLICIES RELATED TO CHAIN OF COMMAND IN ADDITION TO THE KELLY SERVICES POLICIES

- All kitchen staff, including substitutes, assigned to a particular campus should approach the cafeteria Manager first when discussing work-related problems. Should an issue not be resolved at the manager level, an appointment with the CNP Director should be requested.
- The cafeteria Manager will report to the CNP Director first when discussing work-related problems. Should an issue not be resolved at the Director level an appointment with the Assistant Superintendent should be requested.
- The Director will report to the Assistant Superintendent or designee when discussing work-related problems.
- CCBOE Child Nutrition office staff will report to the CNP Director when discussing work- related problems.

HOURS

Hours are determined by the needs of each individual school and can be changed at any time during the course of the school year, as necessary. All changes will be approved and implemented by the CCBOE Child Nutrition Director or designee.

WORK SCHEDULE POLICY

CCBOE Managers are responsible for creating daily work schedules for their team to follow. The work schedules are subject to approval by the Director for CCBOE Child Nutrition. The work schedule should include the following but not be limited to:

- Detailed description of prep duties, including timeframe to be completed
- Serving duties, including in-between duties
- Clean-up
- Cashier and any additional duties as necessary

Each SUBSTITUTE could be assigned any duty at any time.

WORK ATTENDANCE - AN ESSENTIAL JOB FUNCTION

SUBSTITUTES SHOULD BE PUNCTUAL AND WORK THE HOURS SCHEDULED FOR THE CAFETERIA ACCORDING TO THE MANAGER

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TIME SYSTEM

- Substitutes sign in on sign in form at each school

FOOD AND BREAKS

CNP SUBSTITUTES ARE entitled to receive one (1) meal free of charge daily.

Free meal:

- Breakfast or lunch with milk, tea or one (1) bottled water.
- Manager or designee will ring up meal prior to eating.
- The meal must be eaten on campus and may not be carried out of the building.
- Any food brought from home must be stored in a separate, designated area for your food.
- No eating or drinking is allowed in the kitchen or serving lines while food is being prepared and served.
- No chewing gum during work day.
- You may bring an approved cup or container:
- Cups must have a lid and straw or be a "sip" type cup such as a travel mug.
- Open drink containers are not acceptable.

REPORTING INJURY IN THE WORKPLACE

REPORT INJURIES TO THE CNP MANAGER

MAINTAINING A PROFESSIONAL APPEARANCE

- No lanyards are allowed when working in the kitchen.
- The CCBOE SUBSTITUTES will maintain a neat and professional appearance at all times.
- Hair should be clean and neatly combed. Long hair (for both men and women) should be pulled up and secured above the collar. Beards must be covered. Moustaches must be short and neatly trimmed.
- T-shirts are to be worn under your uniform if needed.
- No bare midriffs allowed and cleavage must be covered.

- Scrubs must be clean, free of wrinkles and stains, and should fit properly. Uniforms must not be faded, torn or damaged.
- Scrubs must be 100% cotton or 65% Poly/35% Cotton blend. No knits, spandex, jeggings, leggings, or jeans allowed. (Exception: Jeans may be worn on scheduled Spirit Days.) The length of the pants must reach the top of the shoe
- Fingernails must be short, clean and neatly filed. Fingernail polishes of any kind or false nails are not permitted. Nails are too long if you can look at the palm of your hand and see your nails over the ends of your fingers.
- No false eye lashes or extensions are allowed.
- Shoes are to be non-skid work shoes. No flip flops, house-shoes, sandals or boots shall be worn. **Shoes must cover the entire foot.** No open toe or Mary Janes.
- All SUBSTITUTES must report ready to work at their scheduled time and must be dressed in the appropriate uniform prior to reporting to work each day.

HEAD COVERINGS AND JEWELRY

- All SUBSTITUTES may wear the approved head covering approved by the CNP Director
- A hairnet must be worn at all times. **All hair must be covered and restrained at all times.**
- Only stud earrings may be worn. Stud earrings must have a secure back. The stud part of the earring may be no larger than pea size. No loops or dangling earrings allowed.
- Rings: Wedding rings/bands are permitted at the risk of the SUBSTITUTES. CCBOE is not responsible for damage or loss of personal property.
- Watches: Banded watches are allowed (buckle or stretch bands). No jewelry type watches are permitted. No bracelets or wristbands allowed.
- Piercings (Facial/Body): The only visible piercings allowed are the ears. The earring must be kept to a maximum of three (3) per ear.
- Tongue rings/studs are not acceptable.
- No ear gauging is allowed.

CUSTOMER SERVICE

All SUBSTITUTES are expected to act professional at all times. Treat all students, staff and coworkers with respect. Remember to greet each child with a warm smile to brighten his/her day!! Courtesy shall be extended to staff, faculty, and co-workers. Reasonable requests from administrators and teachers will be cheerfully met.

STUDENT BEHAVIOR PROBLEMS: SPEAK DIRECTLY WITH THE MANAGER

CONFIDENTIALITY

Children's free and reduced price meal eligibility information obtained under provisions of the National School Lunch Act (42 USC 1751 et. seq.) or Child Nutrition Act of 1966 (42 USC 1771 et. seq.) is strictly confidential. The information you may see as a cashier or working as a lead or manager cannot be disclosed to anyone. Unauthorized disclosures of

eligibility information will lead to a recommendation to the Board of Education to terminate your employment status

PHONE USE

- Substitutes are not allowed to carry cell phones on their person during work hours.
- Cell phones are to be secured in a locker, purse or car. Individual emergency situations will be handled on a case by case basis by the manager or Director.
- You may check cell phones during break time.

TOBACCO

State law prohibits smoking or using tobacco products on all district-owned property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. Other prohibited tobacco products are as follows: smokeless products, electronic cigarettes, and any other electronic vaporizing device.

RADIOS

- Radios are allowed during preparation time and during cleaning at the end of lunch. The choice of music must represent everyone's taste or one voted station for the day. Any music, radio or CD played in the kitchen may not have foul language or parental advisories.
- Music during service is allowed for planned and communicated special events/promotions that will be established by CCBOE Administration.
- At no time should the volume be so loud that you are not able to hear instructions from the manager or you are unable to carry on conversation at normal level.
- No radios or CD's are to be played during meal service.
- Volume should not be able to be heard beyond preparation area or by customers unless approved by Director for a unique occasion.
- No personal electronic devices that you carry on your body (i.e. iPod, MP3, smartphones) are allowed. No ear buds or Bluetooth devices are allowed.

Failure to follow the above policy or should we receive any complaints regarding radio use, the privilege will be removed from that kitchen or possibly all kitchens depending on the Director's decision.