

BCSD GUIDELINES FOR FOOD PURCHASES 2015-16

COMPLIED BY:

PURCHASING

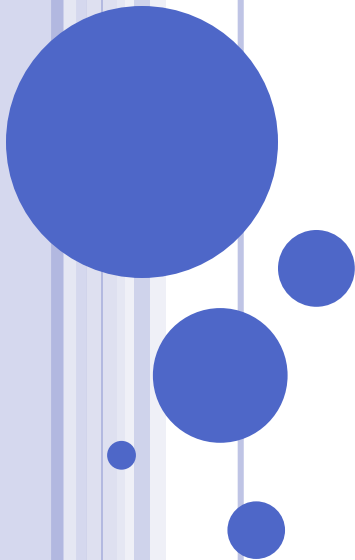
FISCAL

AIA

STUDENT SERVICES

NUTRITION SERVICES

HEALTH SERVICES



FOOD PURCHASES/FUNDING SOURCES

Staff Food Funding Sources

- The preferred funding source for staff food is Booster/Parent clubs or other funds reimbursed via Educational Foundation
- LCFF

Parent and Student Food Funding Sources

- Booster/Parent clubs/Other funds reimbursed via Educational Foundation
- LCFF

All food purchases must be reasonable, follow BCSD guidelines, and include z-comments.

Unallowable Funds:

- Title I 3010 & 3150
- Restricted Attendance Incentive funds 0040
- Flexible Attendance fund 0041 not allowed for food “incentives”



ALLOWABLE FOOD PURCHASES

Food for Staff

- Must be reasonable and include z-comment criteria
- All day PD sessions MAY include a working lunch - cost may not exceed district meal per diem per person (lunch \$11.00)
- NO full breakfasts
- Coffee, tea, non-alcoholic drinks are acceptable

Food for Parents

- Must be reasonable and include z-comment criteria
- Must follow BCSD Wellness Policy if it is school sponsored activity with students present and BCSD funds are used for the food provided at the event

Food for Students

- Must be reasonable, may not be used for reward or punishment, and include z-comment criteria
- Must follow BCSD Wellness Policy (See: BCSD Student Wellness Food Guidelines -TAB Jan 7, 2016)
- If unsure, check with Brenda Robinson, X14733 in Nutrition Services Department



Z-COMMENT CRITERIA FOR FOOD

Z-Comment for all FOOD reqs must include:

- Date of Event / Topic of Event
- Duration - start/end time of event
- Description of food purchase (i.e. sandwich tray and drink; muffins, juice, and coffee)
- Expected # of attendees (i.e. 50 teachers; 25 parents; 30 students)
- Estimated cost of food per person



RESOURCES

The BCSD Wellness Policy is applicable during ALL school sponsored activities if food is funded by BCSD.

<http://www.boarddocs.com/ca/bcsdca/Board.nsf/Public?open&id=policies>

The Advisory Bulletin (TAB) - January 7, 2016

BCSD Student Wellness Food Guidelines

<http://departments.bcsd.com/TABS/1516/010716/TAB%20TOC%2001-07-16.pdf>

BCSD Nutrition Services Web Site

<http://bcsdnutrition.com/>

*Think non-food rewards
Think healthy and fun food options*



BCSD Student Wellness Food Guidelines

In accordance with Federal and State regulations and BCSD Student Wellness Board Policy (BP 600.3), food is not to be used as a reward or withheld as punishment. Purchase requisitions submitted for food items to be used as rewards will not be approved. Purchase requisitions submitted for nutritious food items to be used for curricular purposes only must make reference to applicable curricular standards in the z-comment section of the requisition.

Board Policy limits celebrations that involve food during the school day to two per year. Class celebrations shall not be paid for using District funds and shall be held after the lunch period. Food items brought to school for celebrations must be commercially prepared and packaged. Foods prepared at home may not be offered. Individual birthday celebrations involving food and beverages are not allowed.

Please note the following guidelines for celebration snacks:

Do not use Non-nutritious foods containing:

- 35% or more of total calories from fat
- 10% or more of total calories from saturated fat
- 35% or more of total weight is sugar (not including fruits and vegetables)
- first ingredient listed is sugar

Use healthier foods such as:

Milk	Fruit	Jerky
100% fruit juice	Vegetables	Raisins
Water	Breakfast Bars	Trail Mix
Granola Bars	Cereal Bars	
Popcorn	Sunflower Seeds	

Or provide non-food alternatives such as:

pencils	stickers	small toys
crafts	erasers	pencil sharpeners
bookmarks	pens	special privileges

Thank you for supporting student learning by providing a healthy school environment for all BCSD students.

