

Competitive Foods

MINIMAL NUTRITIONAL VALUE

The sale of competitive foods and beverages to students during the school day shall be in compliance with current federal and state regulations.

DEFINITIONS

“Competitive Food” shall mean all food and beverages sold to students on the school campus during the school day, other than those meals reimbursable under the programs authorized by the National School Lunch Act and the Child Nutrition Act.

"School-day" means the period of time from midnight before to thirty (30) minutes after the end of the official school day.

“School Campus” shall mean all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

NUTRITIONAL STANDARDS

No school may sell competitive foods or beverages, whether from vending machines, school stores or canteens, classrooms, teacher or parent groups, from midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations.

Fund-raising activities held off of the school campus or not during the school day are not subject to regulatory requirements of [702 KAR 006:090](#) or federal competitive food limitations.

REFERENCES:

7 C.F.R. 210.11b; 7 C.F.R. 220.12

[KRS 156.160](#); [KRS 158.850](#); [KRS 158.854](#); [702 KAR 006:090](#)

U. S. Dept. of Agriculture's *Dietary Guidelines for Americans*

RELATED POLICIES:

07.12

09.2

Adopted/Amended: 8/25/2015

Order #:

702 KAR 6:090. Minimum nutritional standards for foods and beverages available on public school campuses during the school day; required nutrition and physical activity reports.

RELATES TO: KRS 156.035, 156.160, 156.200, 158.854(1), 158.856, 160.345, 7 C.F.R. 210.11

STATUTORY AUTHORITY: KRS 156.160, 158.854(1)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 158.854(1) requires the Kentucky Board of Education to promulgate an administrative regulation to specify the minimum nutritional standards for all foods and beverages that are sold outside the National School Breakfast and National School Lunch programs, whether in vending machines, school stores, canteens, or a la carte cafeteria sales. This administrative regulation establishes the minimum nutritional standards for food and beverages available on the school campus during the school day.

Section 1. Beverages. During the period of time beginning thirty (30) minutes after the last lunch period until the end of the last instructional period, a beverage offered for sale through a vending machine, school store, canteen, or fundraiser on school property shall meet the requirements established in 7 C.F.R. 210.11.

Section 2. Food. During the period beginning thirty (30) minutes after the last lunch period until the end of the last instructional period, a food item offered for sale through a vending machine, school store, canteen, or fundraiser on school property shall meet the requirements established in 7 C.F.R. 210.11.

Section 3. A la carte Items. A food or beverage item offered for sale as an a la carte item on the cafeteria line during the serving of breakfast or lunch shall meet the requirements established in 7 C.F.R. 210.11.

Section 4. Local District Nutrition Program Report. (1) A school nutrition director of the local district shall complete the assessment of the nutrition program required under KRS 158.856 and issue a report at least sixty (60) days prior to the public forum required by KRS 158.856(5).

(2) The director may issue the report via posting to the district Web site.

(3) A local district superintendent shall submit a summary of the findings and recommendations of the nutrition report as required by KRS 158.856(6) to the Kentucky Department of Education by May 1 of each year.

Section 5. Student Physical Activity. (1) A local district superintendent shall evaluate the student physical activity environment, including the amount of time and types of physical activity provided in the elementary schools, as required in KRS 160.345(11), and release the report at least sixty (60) days prior to the public forum required by KRS 158.856(5).

(2) A local district superintendent shall submit the report on physical activity, including a summary of findings and recommendations to the Department of Education by May 1 of each year.

(3) The superintendent may release the report via posting to the district Web site. (16 Ky.R. 2290; 2673; eff. 6-10-1990; 17 Ky.R. 2046; eff. 3-13-1991; 32 Ky.R. 905; 1244; eff. 2-3-2006; 35 Ky.R. 2157; 36 Ky.R. 1211; eff. 1-4-2010; 43 Ky.R. 1671; eff. 6-2-2017.)

Vending Machines

REQUEST

Vending machines will be installed in the school only at the request of the Principal and subject to approval by the Board.

BIDDING

The Board may bid the installation of vending machines, using specifications established by the Superintendent/designee.

STUDENT USE

Vending machine use by students shall be in compliance with current federal and state regulations.

At the elementary school and middle school levels during the school day, only school-day-approved beverages shall be sold in vending machines, e.g. (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk (unflavored), non-fat milk (unflavored or flavored) as permitted by the school meal requirements).

For students at the high school level, only school-day-approved beverages may be sold in vending machines during the school day, e.g. (water, one hundred percent [100%] fruit/vegetable juice, low-fat milk (unflavored), non-fat milk (unflavored or flavored) as permitted by the school meal requirements).

In addition to the beverages listed above, other beverages as allowed in 7 C.F.R. Parts 210 and 220 may be available in vending machines at the high school level.

Size of beverages shall not exceed eight (8) ounces for elementary schools, twelve (12) ounces for middle schools and twenty (20) ounces for high schools.

SALES

Any sales from vending machines shall be in compliance with applicable state and federal law and regulation. Specifically, competitive foods or beverages shall not be sold from midnight before until thirty (30) minutes after the last school lunch period of the school day. From thirty (30) minutes after the last lunch period closes until thirty (30) minutes after the school day, food and beverages sold must conform with nutritional standards specified in state and federal regulations.

REFERENCES:

[KRS 156.160](#)

[KRS 158.854](#)

[KRS 160.290](#)

7 C.F.R. 210.11b

7 C.F.R. 220

[702 KAR 006:090](#)

RELATED POLICY:

07.111

Adopted/Amended: 7/25/2017

Order #: 28

Vending Machines

FACULTY ACCESS

The Principal shall designate responsibility for maintenance of vending machines for faculty use, including receipts, supplies, and stocking. The vendor shall be responsible for the maintenance of equipment, as appropriate.

STUDENT AND PUBLIC ACCESS

Vending machines approved for limited student and public use will be placed in a controlled access area. Student access to vending machines shall be in compliance with current District policy/procedures relative to competitive foods. Vending machines may be used by the public when the building is open to the public after regular school hours.

The Principal shall designate responsibility for maintenance of these vending machines, including receipts, supplies, and stocking. The vendor shall be responsible for the maintenance of equipment, as appropriate

Review/Revised:5/18/98

Student Welfare and Wellness

The Breathitt County School District is committed to providing and maintaining a school environment that facilitates and enhances the individual wellness practices of its students. With this in mind, we strive to accomplish the following:

- To the maximum extent practicable, schools will participate in available federal school meal programs.
- Schools will provide and promote nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and will establish linkages between health education, school meal programs, and related community services.
- All schools containing grades K-5 or any combination thereof, shall develop and implement an individual wellness policy per [KRS 160.345](#) and Board Policy 02.4241.

WELLNESS LEADERSHIP

The Superintendent/designee will direct District officials (“wellness leadership group”) to monitor compliance with this and related policies. At the school level, the Principal/designee will monitor compliance with those policies in his/her school and will report on the school's compliance as directed by the Superintendent/designee.

The wellness leadership group shall work to encourage and support all students to be physically active on a regular basis as provided by school/council policy. Each school shall review and consider evidence-based strategies to set measurable goals in providing nutrition education and engaging in nutrition promotion to positively influence lifelong eating behaviors.

Suggested language may include goals related to activities and opportunities:

- offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- offered as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- that include enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- that promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- that emphasize caloric balance between food intake and energy expenditure (physical activity/exercise);
- that link with school meal programs, other school foods, and nutrition-related community services;
- that teach media literacy with an emphasis on food marketing; and
- that include training for teachers and other staff.

Student Welfare and Wellness

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

- Each school council of a school containing grades K-5 or any combination thereof, or if there is no school council, the Principal, shall develop and implement a wellness policy that includes moderate to vigorous physical activity each day and encourages healthy choices among students consistent with [KRS 160.345](#) and Board Policy 02.4241.
- The policy may permit physical activity to be considered part of the instructional day, (not to exceed thirty (30) minutes/day or 150 minutes/week) and also in compliance with the school calendar regulation, [702 KAR 007:140](#) and Board Policy 08.1346.

DISTRICT WELLNESS PLAN/PUBLIC AND STAFF INPUT

The District shall actively seek to engage students, parents, physical and/or health education teachers, school food service professionals, school health professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring, and reviewing this Policy and in providing input on the District Wellness Plan.

The District shall permit community participation in the student wellness process by:

- Making a nutrition and physical activity report to be prepared by the School Nutrition Director available to the public on the District website no later than sixty (60) days prior to the public forum covered in [KRS 158.156](#). ([702 KAR 006:090](#))
- Discussing the findings of the nutrition report and physical activity report and seeking public comments during a publicly advertised special Board meeting or at the next regularly scheduled Board meeting following the release of the nutrition and physical activity reports.
- Holding an advertised public forum by January 31 of each year, to present a plan to improve the school nutrition and physical activities in the District in accordance with [KRS 158.856](#).

The Superintendent shall submit the wellness plan that includes a summary of the findings and recommendations of the nutrition and physical activity report as required by May 1 of each year to the Kentucky Department of Education (KDE).

The Wellness Plan submitted to KDE shall include within the findings and recommendations the following:

1. Extent to which the District is in compliance with this Policy;
2. A comparison of how the District measures up to model wellness policies provided by recognized state and national authorities; and
3. A description of the measurable progress made towards reaching goals of the District wellness policy and addressing any gaps identified in the wellness report for the previous year.

RECORDKEEPING

The District and each school in the District shall maintain the following records:

- A copy of the written wellness policy or plan;
- Documentation on how the policy and assessments are made available to the public;
- The most recent assessment of implementation of the policy;

Student Welfare and Wellness**RECORDKEEPING (CONTINUED)**

- Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate; and
- Documentation demonstrating compliance with annual public notification requirements and annual reporting to the KDE.

STANDARDS AND NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES

Foods and beverages sold during the school day shall be done in accordance with state and federal regulations and Board Policies 07.111 and 07.12.

STANDARDS FOR ALL FOODS AND BEVERAGES SOLD TO STUDENTS

Foods and beverages sold or served at school shall be consistent with the state and federal regulations for school meal nutrition standards. Nutrition guidelines for all foods and beverages served or sold on campus shall be maintained by the Superintendent/designee and made available upon request. The Superintendent shall designate an individual or individuals to monitor compliance of beverages and food sold ala carte with state and federal nutrition requirements.

Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

STANDARDS FOR ALL FOODS AND BEVERAGES PROVIDED BUT NOT SOLD TO STUDENTS

- When possible, rewards given to students shall be other than food/beverage items. When food/beverage items are used as rewards, such items shall comply with nutritional guidelines set out in [7 C.F.R 210.11](#) and [702 KAR 6:090. KAR 006:090. Foods and beverages.](#)
- Foods and beverages provided in school, but not made available for sale, shall meet standards outlined in the schools' individual wellness plan (if applicable) and will not conflict with District Policy.

FOOD AND BEVERAGE MARKETING

All marketing on the school campus during the school day shall be of only those foods and beverages that meet the nutrition standards of the Smart Snack in School Nutrition Standards (7 C.F.R 210.11 and [702 KAR 006:090](#)).

REFERENCES:

[KRS 158.850](#); [KRS 158.854](#)

[KRS 160.290](#); [KRS 160.345](#)

[702 KAR 006:090](#)

P. L. 111-296

7 C.F.R. Part 210; 7 C.F.R. Part 220

U. S. Dept. of Agriculture's Dietary Guidelines for Americans

RELATED POLICIES:

02.4241; 07.1; 07.111; 07.12; 08.1346

Adopted/Amended: 7/25/2017



"Distinguished District, Aspiring For Excellence"

Breathitt County Schools

Wellness Policy

(Note: please refer to adopted board policy 09.2 as base policy for Student Welfare and Wellness)

Overview:

The Breathitt County School District is committed to providing and maintaining a school environment that facilitates and enhances the individual wellness practices of its students. With this in mind; we strive to accomplish and maintain the following goals:

- Participation in all state and federal child nutrition programs by our district will be done so by complete cooperation and compliance from our staff and complete adherence to all rules and regulations set forth by those programs. Breathitt County Schools currently participates in the School Breakfast Program, National School Lunch Program, the Fresh Fruit & Vegetable Program, the Afterschool Snack Program, and the Summer Feeding Program.
- All federal child nutrition programs provided in our district will be available to all children.
- All foods and beverages sold or served on school grounds during the school day (ex. vending, a la carte, school stores) are consistent with the current U.S. Dietary Guidelines for Americans and will meet the smart snack guidelines under the Healthy Hungry Free Kids Act of 2010.
- The school environment is safe, comfortable, and allows ample time and space for meal consumption.
- Cafeterias should include enough serving lines to adequately service the students in a time – friendly manner.
- Dining areas should be safe, clean, and appealing; while allowing enough seating for all students.

- **The National Association of State Boards of Education recommends that all students be allowed at least 10 minutes for breakfast and at least 20 minutes for lunch; from the time at which the student is seated.**
- **All food/beverages available on campus shall adhere to all state and local food safety and sanitation regulations.**
- **All foodservice operations and facilities will be inspected by local health department officials semiannually to assess safety and sanitation.**
- **Hazard Analysis and Critical Control Points (HACCP) plans and guidelines shall be in place to prevent food borne illness in schools.**
- **Access to all food service facilities are limited to food service staff and authorized personnel.**
- **Food/beverage and/or physical activities are not to be used as a basis for reward and/or punishment.**
- **Nutrition education is provided in the school curriculum at some but not all grade levels and made available to those students in the classroom.**
- **Physical activity is provided to some students through physical education classes but not all schools have a PE teacher. Other methods of physical activity include classroom and playground exercises.**
- **One or more people must be designated to oversee the implementation and evaluation of all wellness policy recommendations.**
- **The foodservice program intends to be financially self – supporting. However; budget strains or the need to generate profits will not surpass the nutritional needs and food preferences of the students.**
- **All schools will aim to increase student participation in all Child Nutrition programs in which they participate; such as the National School Breakfast & Lunch Programs, the Afterschool Snack Program, The Fresh Fruit & Vegetable Program, and the Summer Feeding Program.**
- **The school district shall employ a qualified and credentialed professional; preferably a Registered Dietitian (R.D.) as the school nutrition director. They shall attempt to administer and direct the school food service program in a successful manner.**
- **Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals at schools. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers,**

according to their level of responsibility. All food service staff have been trained and certified at the new federal level and each year will receive annual updates as required.

Policy Implementation:

A district Wellness Policy Committee will develop, implement, monitor, and review any school nutrition and physical activity policies. The council will consist of various individuals and may include but are not limited to the school food authority, students, school administrators, teachers, health professionals, and other representatives from other areas.

Core Areas of Policy:

Nutrition Education

School Meals

- **Breathitt County Schools participate in the Community Eligibility Program (CEP). This program provides breakfast and lunch to all children free of charge.**
- **Meals served through the National School Lunch and Breakfast Programs will meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations, offer a variety of fruits and vegetables, serve only 1% flavored milk or 1% unflavored milk, and ensure that all grains served are at least 51% whole grain.**
- **District school food authorities will notify parents of the availability of the School Breakfast and National School Lunch Programs prior to the beginning of every school year.**
- **The Fresh Fruit & Vegetable Program is offered free of charge to all children at our elementary schools. The program is provided on an annual basis and is funded by grant monies. A fresh fruit/vegetable is provided daily to all students as a snack that's served outside the breakfast and lunch meal service.**
- **The Afterschool Snack Program is offered free of charge to all students enrolled for after school tutoring students via the 21st Century Grant at Breathitt High School on days when 21st Century is in operation.**
- **The Summer Feeding Program is offered after the end of the school year for several weeks over the summer break; providing meals to students free**

of charge as well. The program has several feeding sites throughout the district; including schools, parks, and churches. District school food authorities will notify parents of the availability of the meals before the program begins.

- All school food service staff will be trained and certified to administer meal programs. All staff will be trained on KENTUCKY ONE Certification and will receive annual training and updates in the summer and during the school year, if needed.
- Potable water will be made available to all students during meal service free of charge via a drinking fountain, cups with water, or bottled water if necessary.
- A food or beverage item offered for sale as an a la carte item on the cafeteria line during the serving of breakfast or lunch shall meet the following standards:
 - A beverage shall meet the standards established in 702 KAR 6:090.
 - A food item shall meet the standards established in 702 KAR 6:090, except schools may offer for a la carte sale any item that is creditable under the School Breakfast or National School Lunch Program meal patterns as set forth in 7 C.F.R. 220.8 and 210.10, respectively.
- The district participates in the Farm to School Program and hopes to expand menu offerings. The district menu includes Cheesy Chicken which is locally grown in Kentucky and is served every three weeks on the cycle lunch menu.

A la carte Sales Outside of the Reimbursable Meal

- **Elementary Schools:** All foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the nutrition and portion size standards detailed in 702 KAR 6:090.
- **Middle and High Schools:** All foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards detailed in 702 KAR 6:090.
- **Beverages:**
 - During the period of time beginning thirty (30) minutes after the last lunch period until the end of the last instructional period, a beverage offered for sale through a vending machine, school store, or fundraiser on school property shall be:

1. Nonfat flavored or unflavored fluid milk
 2. Plain or flavored, non-caloric, non-carbonated water,
 3. 100% fruit or vegetable juice or any combination of both totaling 100%; or
 4. Any other beverage that contains no more than ten (10) grams of sugar per serving, except this limit shall not apply to 100% fruit or vegetable juice or any combination of both equaling 100%; and
 5. With the exception of plain or flavored non-caloric and non-carbonated water - beverage cannot exceed a volume size of seventeen (17) ounces.
 6. The volume size of a beverage to middle and high school students shall not exceed twenty (20) ounces.
- **Foods:**
 - During the period of time beginning thirty (30) minutes after the last lunch period until the end of the last instructional period, a food item offered for sale through a vending machine, school store, or fundraiser on school property shall meet the following standards:
 - Zero trans-fat.
 - Calories from fat shall not exceed thirty (30) percent, excluding reduce fat (two percent milk-fat or less), cheese, nuts, seeds, and nut butters.
 - Calories from saturated fat shall not exceed ten (10) percent.
 - Calories from sugar shall not exceed thirty-two (32) percent by weight.
 - Chips, cereals, crackers, baked goods, and other snack items shall not contain more than 230 milligrams of sodium per serving.
 - Pastas, meats, and soups shall not contain more than 450 milligrams of sodium per serving.
 - Pizza, sandwiches, and main dishes shall not contain more than 600 milligrams of sodium per serving;
 - The portion or pack size for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, or jerky shall not exceed two (2) ounces;
 - The portion or pack size for cookies shall not exceed one (1) ounce;
 - The portion or pack size for cereal bars, granola bars, pastries, bagels, or other bakery-type items shall not exceed two (2) ounces;
 - The portion or pack size for non-frozen yogurt shall not exceed eight (8) ounces, and
 - The portion or pack size for frozen dessert items, including low-fat or fat free ice cream, frozen fruit juice bars, or frozen real fruit items, shall not exceed four (4) ounces.

School Parties & Celebrations

- **Food & beverage items that do not meet the nutritional regulations may be brought in by teachers, parents, and students for celebratory parties (ex. holidays) for special occasions per local board policy.**
- **School purchases of “special foods” for class or school celebrations such as pizza, cupcakes, candies, and other items that doesn’t meet the nutritional guidelines may be allowed upon the discretion of the principal. This should be monitored by principals and should not exceed more than once a month.**

Fundraisers

- **Foods and beverages sold as fundraisers during the school day will be limited to items that meet the nutritional standards discussed above. Fundraisers that don’t meet nutrition standards will need to be conducted off campus.**
- **Non-food related fundraisers will be encouraged.**

Nutrition Education:

- **It’s recommended that nutrition education and activities be integrated into the district curriculum in various areas.**
- **Curriculum has been bought with grant monies through a partnership with KRCC. Take 10 curriculum targets K-5th grade and Planet Health targets 6th grade.**
- **The school cafeteria will be used as an educational tool. All students will be encouraged to begin each day with a healthy and well – balanced breakfast and an equally nutritious and well – balanced meal at lunch.**
- **Meal Viewer software has also been purchased by the foodservice department. This software provides nutritional information on the meals provided for breakfast and lunch and is displayed on the televisions at BHS with projected expansion to the other schools in the coming years. A mobile app is also included so parents and students can download and have access to this information on their smart phones.**

Physical Activity:

- **It's recommended that all students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, should receive daily physical education (or its equivalent of 150 minutes/week for elementary school students and 225 minutes/week for middle and high school students) for the entire school year. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.**
- **Physical education will be integrated into the district curriculum with a maximum of 30 minutes per day of moderate to vigorous physical activity; with no minimum requirement.**
- **Physical activity can and may be incorporated into classroom instruction. Recess time may also be counted toward the daily physical education requirement; along with time spent in physical education class.**
- **Recess shall not be withheld as a punishment.**
- **Physical education courses must be integrated into the curriculum and provide an environment where students learn, practice, and are routinely evaluated on appropriate knowledge, movement, and physical skills.**
- **State – certified physical education instructors should teach all physical education classes with an adequate student/teacher ratio.**
- **Physical education shall include the instruction of individual activities in addition to competitive and non – competitive team sports.**
- **A safe environment with adequately equipped facilities shall be made available for all students to participate in physical activities.**

Monitoring

- **The superintendent or school nutrition director will ensure compliance with the district wellness policy; receiving input from the Wellness Policy Committee. The school principals will be responsible for ensuring that their individual school is compliant as well and will report compliance to the superintendent and school nutrition director via completion of the Alliance for a Healthier Generation assessment tool. The district and school specific nutrition staff will ensure compliance with nutrition policies.**
- **The district school nutrition director shall complete an annual assessment of the district nutrition program and issue a report at least 60 days prior to the public forum. The public forum must be held no later than January 31st. The director may issue the report via posting to the district web site.**
- **The local district superintendent along with the school nutrition director, and local principals shall evaluate the student physical activity environment by completing the Alliance for a Healthier Generation tool. This includes the amount of time and types of physical activity provided in the elementary schools and release this report at least 60 days prior to the public forum. The report may be issued via posting to the district web site.**
- **The local district superintendent shall submit a summary of the findings and recommendations of the nutrition report to the Kentucky Department of Education by May 1st of each year.**



Breathitt County Schools

2018-2019 School Nutrition Report Card

The Breathitt County School district and its food service employees are dedicated to providing nutritious and well-balanced meals to all students and faculty. We currently provide meals to approximately 1,875; Preschool – 12th grade students across the district.

Our foodservice staff currently consists of 27 full-time certified cook/bakers, four custodians, and a School Nutrition Director/Registered Dietitian.

The Breathitt County School District currently participates in the following federal food service programs:

Community Eligibility Program (CEP) – FREE Meals for ALL Children
National School Lunch Program
National School Breakfast Program
Afterschool Snack Program (21st Century – BHS)
Fresh Fruit & Vegetable Program (Grant for Elementary only)
Summer Feeding Program

Community Eligibility Program (CEP)

The Community Eligibility Program began at the start of the 2012-2013 school year. This program provides a free breakfast and lunch to all children in our district; regardless of parent/guardian income. Our claiming percentage is over 100%; therefore every reimbursable meal that we serve is reimbursed at the free rate. The reimbursement rates are currently \$2.14 for breakfast, \$3.39 for lunch, and 91 cents for a snack. A la carte items can be purchased outside the reimbursable meal as well as adult meals. Adult meal prices are \$2.50 for breakfast and \$4.00 for lunch.

National School Lunch Program

The National School Lunch Program was established in 1946 as a “measure of national security to safeguard the health and well – being of the Nation’s children.” School districts receive federal reimbursement funds for each school lunch served that meets USDA guidelines. Our meals are planned on a three week menu cycle. The table below provides a synopsis of our 2017 – 2018 lunch program. Federal regulations require that we offer minimum portion sizes of meat, grains/breads, fruit and/or vegetable, and fluid milk during every lunch meal service. The portion sizes and calorie ranges are designed to meet the needs of the children and increase as the child gets older. The menu cycle allows for variety and encompasses foods that the children really like. We offer a variety of milks and free potable water. Our district menus are certified to reflect new changes and target nutritional goals as established by the USDA. Calorie ranges and requirements increase with the grade levels. Portion sizes for some menu items – in particular; at the high school may be more. All regulations are being met by the district and calorie averages are based on weighted values of how many students will choose what menu items and meal participation. 100% of the grains served must be whole grain rich, a variety of fresh and canned fruits are offered along with 100% fruit juice, all vegetable subgroups are being met, and a variety of 1% flavored and unflavored milk are being served.

Federal Reimbursement	\$860,206.11
# of Schools Participating	5
Total Reimbursable Lunches Served	259,881
Average Daily Participation	1,538 (80%)

National School Breakfast Program

The National School Breakfast Program was established in 1966. School districts receive federal reimbursement funds for each breakfast served that meets USDA guidelines. Previous studies have shown that children who participate in the School Breakfast Program have significantly higher test scores than non – participants. Our breakfast meals are also planned on a two week menu cycle. The table below provides a synopsis of our 2017 – 2018 breakfast program. Calorie ranges and requirements increase with the grade levels. All regulations are being met by the district and calorie averages are based on weighted values of how many students will choose what menu items and meal participation. 100% of the grains served are whole grain rich, a variety of fresh fruits and orange juice are offered, and a variety of 1% flavored and unflavored milk are being served.

Federal Reimbursement	\$405,635.56
# of Schools Participating	5
Total Reimbursable Breakfasts Served	194,084
Average Daily Participation	1,148 (60%)

	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food Per Week (Minimum Per Day)					
Fruits (cups)	5 (1)	5 (1)	5 (1)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups)	0	0	0	3¾ (¾)	3¾ (¾)	5 (1)
Dark Green	0	0	0	½	½	½
Red/Orange	0	0	0	¾	¾	1¼
Beans/Peas (Legumes)	0	0	0	½	½	½
Starchy	0	0	0	½	½	½
Other	0	0	0	½	½	¾
Additional Veg to Reach Total	0	0	0	1	1	1 ½
Grains (oz eq)	Minimum 7 (1)	Minimum 8 (1)	Minimum 9 (1)	Minimum 8 (1)	Minimum 8 (1)	Minimum 10 (2)
Meats/Meat Alternates (oz eq)	0	0	0	Minimum 8 (1)	Minimum 9 (1)	Minimum 10 (2)
Fluid Milk (cups)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)	5 (1)
Other Specifications: Daily Amount Based on the Average for a 5-Day Week						
Min-max calories (kcal)	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories)	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg)	≤ 540	≤ 600	≤ 640	≤ 1,230	≤ 1,360	≤ 1,420
<i>Trans fat</i>	Nutrition label or manufacturer specifications must indicate zero grams of <i>trans</i> fat per serving.					

Summer Feeding Program

The Summer Feeding Program was created to ensure that children in low – income areas could continue to receive nutritious meals during their summer vacations. All children 18 years or younger can receive these meals. We offer a combination of breakfast, lunch, supper, and snacks. These meals are served at schools, churches, and parks. The table below provides a synopsis of our 2017 -2018 summer feeding program for June and July of 2018.

# of Sites	8 (41 Days)
# of Meals Served	12,357
Average Daily Participation	301
Federal Reimbursement	\$41,842.16

Afterschool Snack Program

Breathitt High School currently operates the afterschool snack program through a collaboration with the 21st Century Grant. The snack is offered after school to all participants from Monday – Thursday or when the 21st century program operates.

Fresh Fruit & Vegetable Program

During the current school year, all three of our elementary schools were chosen to participate in the Fresh Fruit & Vegetable Program. Grant monies were awarded to purchase healthy fruits/vegetables to be served as snacks. Every student at these schools receive a free, healthy, fresh, and nutritious daily snack at their schools. Highland Turner received \$10,750, LBJ received \$30,550 and MRC received \$14,750. The middle and high schools aren't eligible for this grant.

A la carte Items

A la carte items are priced and made available to students during breakfast and lunch. Any items that can be counted as a meal component of a reimbursable meal can be sold as a la carte under the federal breakfast and lunch program. This would include any extra item that is on our breakfast or lunch menu. We also sell water, 100% fruit/vegetable juices, and other items that are "Smart Snack" compliant.

School Stores & After School Functions

Our school stores must wait at least 30 minutes after the last lunch period ends to sell items that also meet the nutritional guidelines. The principals have a pre-approved list from Gordon Food Services for food items that meet the Smart Snack guidelines. Once the school day ends – no nutritional guidelines must be followed. Regular soda's, candy, cakes, and etc. can be sold at after-school functions and at concession stands, etc.

Assessment Tools

The school district and individual schools complete the assessment tool on the Alliance for a Healthier Generation website at <https://schools.healthiergeneration.org/> to complete their annual assessment on nutrition and physical activity for their locations. The results are used to make improvements to their wellness policies, district, and schools.

Summary & General Recommendations For Improving the Nutrition & Physical Activity Environment

- The 2017-2018 school year was our fifth year participating in the CEP program and it continues to be very successful. All children are getting a free breakfast & lunch and we look forward to this program continuing.
- Our breakfast & lunch menus meet federal and state requirements and nutritional guidelines of the program. The meals are healthier with less fat, saturated fat, calories, sodium, sugar, and etc. A variety of milks, whole grain foods, and more fresh fruits and vegetables are being offered daily.
- The food service program underwent a state audit during the 2016-2017 school year and the audit went very well with no noted errors that would require fiscal action. The program is on a three year cycle and will be up for review again during the 2019-2020 SY.
- Principals and staff are becoming more and more aware of items that can be sold during the school day and of the competitive food guidelines. Healthy drinks and snacks are being sold to the students as a result.
- Physical activity is being promoted in all our schools – whether it's in the classroom, PE gym, or on the playgrounds during recess. The majority of our elementary schools do not have a certified PE teacher in the building; so that may be an area that needs improvement. LBJ Elementary is the only elementary with a certified PE teacher on staff.
- The Weekend Food Backpack Program began on December 20, 2013. Approximately 66 identified children are receiving a food bag with non-perishable food items to take home with them every other weekend to ensure they have food to eat. Several community organizations, businesses, and employees are committed to helping and food and monetary donations are being collected. We also received grant monies through a grant with Kentucky River Community Cares (KRCC) beginning in April 2015 – April 2018 which will also help us operate and expand this program.
- The district Wellness Policy is updated annually by the district Wellness committee as well. General recommendations are made to help improve the wellness environment in the district.
- The district also participates in the Farm to School Program. We currently incorporate “Cheesy Chicken Bread Bowls” on our lunch menu and are looking to add more new items. This product is made from sweet potatoes and squash that is grown in Kentucky.

If you have any questions/concerns regarding this report; please contact the following:

Tabitha Michelle Napier; RD, LD
School Nutrition Director/Registered Dietitian
420 Court Street
Jackson, Ky. 41339
(606) 693-4915
Tabitha.Napier@Breathitt.kyschools.us

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter 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;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

School Nutrition Procurement**OPEN BIDDING**

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in Policy 04.32 in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

CONFLICT OF INTEREST

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Program Funds.

1. No employee, officer, or agent of the District shall participate in selection or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
 - a) District employee, officer, or agent;
 - b) Any member of his/her immediate family;
 - c) His/her partner;
 - d) An organization that employs or is about to employ one of the above.
2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of "gratuity" (covering anything of more than fifty dollars [\$50] value) set forth in [KRS 45A.445](#) shall apply.
3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.
4. The removal of any food, supplies, equipment, or school property such as records, recipe books, and the like is prohibited.
5. The outside sale of such items as used oil, empty cans, and the like will be sold by contract between the District and the outside agency. Individual sales by any school person to an outside agency or other school person is prohibited.

Failure of any employee to abide by the above-stated code may result in disciplinary action, including but not limited to, a fine, suspension, or dismissal.

REFERENCES:

2 C.F.R. 200.318; 2 C.F.R. 200.320
[KRS 160.290](#); [KRS 424.260](#)
[KRS 45A.345](#) – [KRS 45A.460](#)
[702 KAR 006:010](#)

RELATED POLICY:

04.32

Adopted/Amended: 8/25/2015

Order #: 53

Breathitt County Schools

PROCUREMENT PLAN CHILD NUTRITION PROGRAM

This procurement plan contained on the following pages 1 through 11 will be implemented on July 1, 2018 from that date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allowability and the allocation of costs.

Ruschelle Karmel
Chairman, Board of Education

9-25-18
Date

Phb H
Superintendent of Schools

9-25-18
Date

Stacy C. McKuey
Finance Officer

9-25-18
Date

Debra Hoyer
Food Service Director

6/20/18
Date

(Rev. by SCN/KDE 10/2017)

Breathitt County Schools

PROCUREMENT PLAN

A. General Procurement Standards

- This plan is adopted as a condition of the SFA's participation in the USDA's Child Nutrition Programs.
- The SFA uses procurement procedures that reflect state and local law while also ensuring compliance with applicable federal law.

B. Procurement Management – SFA and Governing Body

Tabitha Napier, School Nutrition Director, RD, LD is primarily responsible for overseeing all procurement for SFA's food service department including any procurement conducted on behalf of the SFA. This responsibility includes, but is not limited to, the responsibilities set forth below:

- Ensures that all SFA procurement transactions are conducted in a manner that provides full and open competition in accordance with federal law.
- Managing contracts and overseeing vendors and/or ensuring that vendors perform in accordance with the terms, conditions, and specifications of vendor contracts and/or purchase orders.
- Ensuring that vendors who develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals are **excluded** from competing for such contracts and/or purchase orders.
- Ensuring that all contractual and administrative issues arising out of procurements for the SFA's food service department is handled in accordance with good administrative practice and sound business judgment.
- Ensuring that sufficient records detailing the SFA's procurement history as well as the procurement history of all other entities procuring on behalf of the SFA are maintained.
 - The records maintained for contracts include, at a minimum, the following records:
 - Rationale for methods of procurement
 - Selection of procurement type
 - Selection or rejection of vendor
 - Basis for contract price
 - These records are maintained for at least 3 years after submission of the final Claim for Reimbursement for the fiscal year or longer if otherwise required by law.
- Ensures that the LEA maintains policies and/or procedures that govern the conduct of employees who are engaged in the selection, award, and administration of contracts for the SFA. These policies and procedures can be found at <http://policy.ksba.org/Chapter.aspx?distid=167>. These policies and procedures meet the minimum requirements set forth in federal law.

- Ensures that affirmative steps are taken to assure minority business enterprises are used when possible. (2 CFR Part 200.321. Small, minority and women's businesses and labor surplus firms.)

Affirmative steps include:

- (a) Solicitation lists;
- (b) Solicited when sources are available;
- (c) Dividing total requirements, when economical feasible, to allow maximum participation;
- (d) Use Small Business Administration and Minority Business Development Agency; and
- (e) Require prime contractor, in subcontracts, to use affirmative steps.

C. Procurement Conducted on behalf of SFA (Check all that apply)

NA Not applicable - SFA alone conducts procurement on behalf of the SFA.

NA SFA contracts with a third party purchasing agent.

- Third party procurement services were competitively procured using a competitive bid process.
- A copy of the solicitation and final awarded contract is attached here at TAB _____.
- The third party conducts the following procurement on behalf of the SFA:
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
 - ☐ _____
- A copy of the third party's procurement plan is attached hereto at TAB _____.

X SFA uses a co-operative recognized under Kentucky state law to conduct procurement. A copy of the co-operative's procurement plan is attached at TAB 1.

- The co-operative conducts the following procurement on behalf of the SFA:
 - ☐ Fresh Bread and Buns
 - ☐ Dairy and Orange Juice
 - ☐ School Day Approved Beverages
 - ☐ _____
 - ☐ _____
 - ☐ _____

X SFA uses a co-operative recognized under Kentucky state law that has contracted with a third party buying agent. A copy of the co-operative's procurement plan is attached at TAB 1.

- Third party procurement services were competitively procured using a competitive bid process.
- A copy of the solicitation and final awarded contract is attached here at TAB 2.

- The third party conducts the following procurement on behalf of the SFA:
 - Primary Food Vendor
 - _____
 - _____
 - _____
 - _____
 - _____
- A copy of the third party's procurement plan is attached hereto at TAB 3.

D. SFA Procurement

Procurement Methods (Check all that apply)

PROCUREMENT BY MICRO-PURCHASE

SFA acquires supplies or services that do not exceed the current Micro-Purchase Threshold of (_____).

(_____) is responsible for procuring goods and/or services for the SFA using micro-purchase process.

- Ensuring compliance with the Buy American Provision.

X **INFORMAL PROCUREMENT**

Procurement by Small Purchase Procedure

SFA Simplified Acquisition Threshold is \$20,000.

Tabitha Napier, School Nutrition Director, RD, LD is responsible for making purchases using the Small Purchase Procedure. Responsibilities include, but are not limited to the following:

- Contacting potential vendors when price quotes are needed from at least 3 qualified sources.
- Ensuring the confidentiality of price quotes are maintained until purchase is made.
- Ensuring small purchases are made based on the lowest price.
- Ensuring compliance with the Buy American Provision.
- Ensuring documentation is maintained and includes at least the written specifications used, identification of vendors contacted, vendor price quotes received, and vendor selected.

Tabitha Napier, School Nutrition Director, RD, LD is responsible for overseeing the small purchase process.

- Reviewing price quotes.
- Providing final approval of the purchase.

X **FORMAL PROCUREMENT**

Procurement by bid or proposal

Procurement for services, supplies, or other property exceeding the SFA's Simplified Acquisition Threshold of \$20,000 are conducted by formal procurement. Tabitha Napier, School Nutrition Director, RD, LD is responsible for procuring goods and/or services for the SFA using formal procurement. Responsibilities include, but are not limited to the following:

- Ensuring that contracts are awarded to the responsible bidder/proposer whose bid or proposal is responsive to the solicitation and is most advantageous to the SFA.
- Ensuring that, when weighed criteria is used as part of the solicitation, a weighted evaluation sheet is provided to each bidder in the initial bid document materials; price and other factors are considered with price receiving the highest weight; and a firm fixed price or cost reimbursable contract is awarded following evaluation and/or negotiation (as applicable).
- Ensuring that the bid tabulation or the evaluation criterion score sheet is signed signifying a review and approval of the selections.
- Monitoring the formal procurement system to ensure compliance with applicable laws.
- Ensuring that all procurement documentation relating to formal procurement is maintained.
- Ensuring compliance with the Buy American Provision.
- Ensuring that a vendor obtains in advance, written approval for any non-domestic agricultural product supplied to the SFA.
- Ensuring that full documentation is received by the SFA documenting why an accepted item is unavailable.
- Ensuring that vendor documentation is reviewed and audited before SFA selects an acceptable alternative.
- Selects an acceptable alternative when a product is not available.
- Ensuring that the solicitation is advertised by district website, KVEC website, and local newspapers to publicize the SFA's intent to purchase needed items.
- Ensuring that announcements (advertisements or legal notices) contain:
 - General description of items to be purchased
 - Deadline for submission of questions and the date written responses will be provided including addenda to bid specifications, terms and conditions as needed
 - Date of pre-bid meeting, if provided, and if attendance is a requirement for bid award
 - Deadline for submission of bids or proposals; and
 - Address of location where complete specifications and bid/proposal forms may be obtained.
- Ensuring that advertisements run for 7-10 days.
- Ensuring that vendors are given the same opportunity to bid on the same product specifications.
- Ensuring that purchase conditions are clearly defined in the solicitation.
- Ensuring that the initial procurement solicitation and the final awarded contract includes all required contract language and meets the requirements of federal and state law:
 - Solicitation Requirements for contracts that are **NOT** cost reimbursable:
 - There is a clear and accurate description of the technical requirements for the material, product, or services being procured.

- Requirements are identified that must be fulfilled as well as all other factors used in evaluating bids or proposals.
- INCLUDE IF APPLICABLE - Solicitation Requirements for cost reimbursable contracts
 - The school food authority must include the following provisions in all cost reimbursable contracts, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:
 - (i) Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
 - (ii)(A) Contractor will separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or (B) Contractor will exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
 - (iii) Contractor's determination of its allowable costs will be made in compliance with the applicable Departmental and Program regulations and Office of Management and Budget cost circulars;
 - (iv) Contractor will identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit.
 - (v) Contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
 - (vi) Contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.
- ALL contracts contain provisions covering the following, as applicable.
 - Contracts for more than the simplified acquisition threshold address administrative, contractual, or legal remedies in instances where contractors

violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- All contracts in excess of \$10,000 address termination for cause and for convenience including the manner by which it will be effected and the basis for settlement.
- When a federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- Contracts in excess of \$150,000 contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- Contract awards are not made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.”
- Contractors applying for or bidding for an award exceeding \$100,000 must file the required certification as required by the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

X **NON-COMPETITIVE NEGOTIATION**

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- 1) The item is available only from a single source;
- 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- 3) The Federal awarding agency or pass-through entity (KDE/SCN) expressly authorizes noncompetitive proposals **in response** to a written request from the non-Federal entity (SFA); **or**
- 4) After solicitation of a number of sources, competition is determined *inadequate*.

Tabitha Napier, School Nutrition Director, RD, LD is responsible for handling non-competitive negotiation. Responsibilities include, but are not limited to the following:

- Ensuring that written specifications are prepared and provided to the vendor.
- Ensuring that a record of non-competitive negotiation is maintained including, at a minimum, the following:
 - item name
 - dollar amount
 - vendor, and
 - reason for non-competitive procurement
- Ensuring documentation that the actual product or service specified was received is maintained.

EMERGENCY OR “PRESSING NEED” PURCHASES

Tabitha Napier, School Nutrition Director, RD, LD is responsible for handling emergency purchases. Responsibilities include, but are not limited to the following:

- Ensuring that written specifications will be prepared.
- Ensuring requests that exceed \$20,000 threshold are submitted to KDE/SCN for approval.
- Ensuring that the actual product or service specified is received.

Kentucky Department of Education, School and Community Nutrition approves, in advance, all emergency procurements that exceed \$20,000. Requests should be submitted via email to:

Lauren Moore, Director

Division of School and Community Nutrition

Lauren.moore2@education.ky.gov

Requests should include:

- Statement signed by the Superintendent providing details of the existing emergency within the district's Child Nutrition Program and justification for the emergency/pressing need purchase.
- Estimated cost of the goods and/or services.

Record keeping responsibilities include:

- Ensuring that a record of the emergency purchase procedure, request information, and State Agency approval is maintained and available for audit and review. The record includes, at a minimum, the following:
 - item name
 - dollar amount
 - vendors contacted, and vendor awarded
 - statement signed by the Superintendent and reason for emergency or pressing need
 - State agency approval

Procurement by Category (Check all that apply)

- SFA utilizes the methods for the following purchase categories on the chart contained on page 9 and 10, if applicable.

Category	Method (e.g., Micro-Purchase, Informal, or Formal)	Contract Type (e.g. IFB, RFP, or quotes)	Pricing (e.g. fixed or variable)	Frequency (e.g. annually, every two years, as needed, ect)	Extension (e.g. are there renewals? If so how many?)
Foods (grocery, frozen, meat, poultry, dairy, produce)	Formal	RFP/3 rd Purchase – GFS	Fixed	Every four years	1 year extension
Fresh Bakery Items (Bread, Buns)	Formal	IFB- Earthgrains	Fixed	Annual	NA
Milk & Orange Juice	Formal	IFB - Borden	Fixed w/coolers	Annual	NA
All Supplies – Disposables, Paper, Plastic, Tabletop	Formal	RFP/3 rd Purchase – GFS	Fixed	Every four years	NA
School Day Approved Beverages	Formal	IFB - Coke	Fixed	Annual	NA
Office Supplies	Formal	RFP/3 rd Purchase with HPS – Office Depot	Fixed	Annual	NA
Smallwares/Equipment < \$20,000	Informal	Quotes	Fixed	As needed	NA
Capital Equipment >\$20,000	Formal	IFB/RFP Depending on project	Fixed	As needed	NA

Technology Upgrades	Informal	KETS – state contract	Fixed	As needed	NA
POS Software	Informal	Heartland/Lunchbox	Fixed	As needed	NA

E. Procurement – Contractor Performance Oversight procedures

Tabitha Napier, School Nutrition Director, RD, LD will conduct contractor performance oversight. 2 CFR 200.318(b) Monitoring occurs after contract is awarded. Responsibilities include:

- Periodic on-site review of food storage facilities.
- Monitor Buy American provision – Exemptions are documented and Country of Origin is USA.
- Monitors that product/price/quality are as specified in bid and awarded contract. Such programmatic monitoring, financial monitoring, or both will be done annually.
- Monitor that deliveries are as required.
- Monitor that costs are accurate and discounts, rebates, and credits are being returned to the nonprofit food service account.