

## District or School Information

**Each district or school will provide copies of the report available to the public upon request.**

State law in Ohio requires each school district board of education and each chartered nonpublic school board or governing authority to adopt and enforce nutrition standards governing the types of food and beverages available for sale on the premises of its schools. Additionally, the board or governing authority must specify the time and place each type of food or beverage is available for sale. The standards specified for beverages and food are minimum standards. Local districts and schools may adopt higher standards.

Each board or governing authority assigns staff to make sure that the district or school meets the nutrition standards in state law. The staff prepares an annual report regarding the district's or school's compliance with the standards. Completion of this survey fulfills the district or school's requirement to report to the Ohio Department of Education its compliance with state law. The board or governing authority must schedule an annual presentation on the report at one of its regular meetings and include the date of the annual presentation in this survey.

\* 1. IRN:

**044347**

\* 2. Organization Name:

**Martins Ferry City School District**

\* 3. By checking this option I attest that...

- The district or school named above has adopted and is enforcing a nutrition standards policy that considers the requirements of Ohio Revised Code 3313.814 and governs the types of food and beverages that may be sold on the premises of its school(s).
- The district or school named above has not adopted and/or is not enforcing a nutrition standards policy that considers the requirements of Ohio Revised Code 3313.814 and governs the types of food and beverages that may be sold on the premises of its school(s).

## Board or Governing Authority Meeting Presentation

\* 4. Date of board or governing authority meeting presentation:

Date

MM	DD	YYYY
06	22	2021

\* 5. Name of district or school staff person responsible for ensuring that the school district or school meets the nutrition standards as required by law:

Name: **Rhonda Yoder**

Title: **Food Service Supervisor**

Phone Number: **740-633-1732 ext. 0**

Email Address: **rhonda.yoder@omeres.net**

## **2020-2021 ANNUAL CAFETERIA REPORT**

Martins Ferry City Schools provides nutritional meals to all students of the district. Each menu is prepared by using the nutritional values of each food and beverage. All items sold throughout the district meet strict guidelines pertaining to each age group of students in our schools. We have been certified and meet all requirements to receive additional money per meal served through our monthly claims.

The 2020-2021 has been a very hard year financially. In March of 2020 the cafeteria account had a positive balance of \$170,823.71. By the beginning of the school year 2020-2021 the account balance was \$52,767.58. As of June 1, 2021 our account balance is negative (\$96,024.76). It has been very difficult adjusting to all of the restrictions due to the pandemic but the cafeteria staff has gone above and beyond to make the necessary changes. Unfortunately most of the changes came as expenses and at the same time restricted our income. The student population of attending in person was a large part of the problem. Our income has increased as the students started to return to school.

Our negative balance will be made whole again through the use of ESSER Funds. We are anticipating beginning the 2021-2022 school year with full student participation and are hoping to remain with a positive balance in our cafeteria fund.

We will be implementing the Seamless Summer Program for the 2021-2022 school year. This will enable us to provide Free Meals to all students regardless of financial status. It is very important for us to collect Free/Reduced Lunch Applications throughout this process but regardless of qualification, all students will benefit from this program.

Attached shows the amount of claims we were reimbursed for meals served for the 2018-2019, 2019-2020 and 2020-2021 school years.

**2018 - 2019 SNP Claim Year Summary**

044347 Status: Active  
**Martins Ferry**  
 DBA:  
 5001 Ayers Limestone Rd  
 Martins Ferry , OH 43935-1588  
 County: Belmont  
 FEIN: 34-6001822

<b>Claim Month</b>	<b>Adj Number</b>	<b>Claim Status</b>	<b>Date Received</b>	<b>Date Processed</b>	<b>Earned Amount</b>
Jul 2018					\$0.00
Aug 2018	0	Processed	08/31/2018	09/04/2018	\$19,271.88
Sep 2018	0	Processed	09/28/2018	10/01/2018	\$46,535.43
Oct 2018	0	Processed	10/31/2018	11/06/2018	\$56,614.98
Nov 2018	0	Processed	12/03/2018	12/10/2018	\$40,138.82
Dec 2018	0	Processed	12/21/2018	12/26/2018	\$35,791.44
Jan 2019	0	Processed	02/01/2019	02/04/2019	\$30,882.69
Feb 2019	0	Processed	02/28/2019	03/01/2019	\$36,840.49
Mar 2019	0	Processed	03/29/2019	04/02/2019	\$46,198.61
Apr 2019	0	Processed	05/02/2019	05/02/2019	\$46,122.05
May 2019	0	Processed	05/24/2019	05/28/2019	\$34,956.56
Jun 2019					\$0.00

**Year to Date Totals****\$393,352.95**

### 2019 - 2020 SNP Claim Year Summary

044347 Status: Active  
**Martins Ferry**  
 DBA:  
 5001 Ayers Limestone Rd  
 Martins Ferry , OH 43935-1588  
 County: Belmont  
 FEIN: 34-6001822

Claim Month	Adj Number	Claim Status	Date Received	Date Processed	Earned Amount
Jul 2019					\$0.00
Aug 2019	0	Processed	09/09/2019	09/10/2019	\$18,702.31
Sep 2019	0	Processed	10/01/2019	10/02/2019	\$46,750.26
Oct 2019	0	Processed	11/01/2019	11/04/2019	\$50,296.67
Nov 2019	0	Processed	12/02/2019	12/03/2019	\$38,287.37
Dec 2019	0	Processed	12/23/2019	12/24/2019	\$32,836.84
Jan 2020	0	Processed	01/31/2020	02/04/2020	\$41,581.64
Feb 2020	0	Processed	03/02/2020	03/03/2020	\$35,076.68
Mar 2020	0	Processed	03/19/2020	03/19/2020	\$19,515.27
Apr 2020					\$0.00
May 2020					\$0.00
Jun 2020					\$0.00
<b>Year to Date Totals</b>					<b>\$283,047.04</b>

**2020 - 2021 SNP Claim Year Summary**

044347 Status: Active  
**Martins Ferry**  
 DBA:  
 5001 Ayers Limestone Rd  
 Martins Ferry , OH 43935-1588  
 County: Belmont  
 FEIN: 34-6001822

<b>Claim Month</b>	<b>Adj Number</b>	<b>Claim Status</b>	<b>Date Received</b>	<b>Date Processed</b>	<b>Earned Amount</b>
Jul 2020					\$0.00
Aug 2020		Combined with Sep 2020			\$0.00
Sep 2020	0	Processed	09/30/2020	10/01/2020	\$30,097.84
Oct 2020	0	Processed	10/30/2020	11/05/2020	\$30,053.44
Nov 2020	0	Processed	12/03/2020	12/09/2020	\$4,009.46
Dec 2020	0	Processed	12/28/2020	12/29/2020	\$3,995.74
Jan 2021	0	Processed	01/29/2021	02/01/2021	\$9,214.68
Feb 2021	0	Processed	03/03/2021	03/04/2021	\$10,350.96
Mar 2021	0	Processed	03/31/2021	04/01/2021	\$23,842.14
Apr 2021	0	Processed	05/03/2021	05/03/2021	\$20,858.08
May 2021	0	Processed	05/24/2021	05/25/2021	\$16,864.34
Jun 2021					\$0.00
<b>Year to Date Totals</b>					<b>\$149,286.68</b>



Book	Policy Manual
Section	8000 Operations
Title	FOOD SERVICES
Code	po8500
Status	Active
Adopted	May 1, 1986
Last Revised	April 13, 2021

#### 8500 - **FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of meals for all students. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial

reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.

During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

### **Substitutions**

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Ohio has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

If determined appropriate by a team of qualified individuals including, but not limited to, the Principal, school nurse, parent, Director of Food Services, substitutions to the standard meal requirements may be made, at no additional charge, for a student who is not a "disabled person," but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required.

Meals sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. Meals may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Supervisor. In accordance with Federal law, the Food Service Supervisor shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food-service accounts shall be made by the Food Service Supervisor/Treasurer. Any surplus funds from the National School Lunch Program or the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program.

Bad debt incurred through the inability to collect meal payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in



their account or in hand to cover the cost of their meal at the time of service and shall also address feeding students with unpaid meal balances without stigmatizing them.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460)
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the administration, accounting, and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-Federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (see Policy 6116).

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction, unless the classroom is also used to serve meals to students, is prohibited.

The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the District's food-service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Revised 10/11/93  
Revised 11/1/93  
Revised 11/18/02  
Revised 6/12/06  
Revised 4/14/08  
Revised 4/12/11  
Revised 11/19/14  
Revised 10/13/15  
Revised 1/13/16  
Revised 5/10/16  
Revised 6/27/17  
Revised 5/9/19  
Revised 10/10/19

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Legal

R.C. 3313.81, 3313.811-815

A.C. 3301-91

42 U.S.C. 1758

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

OMB Circular No. A-87USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs



Book	Administrative Guidelines
Section	8000 Operations
Title	FOOD AND BEVERAGE SALES
Code	ag8500
Status	Active
Adopted	November 1, 1995

### 8500 - **FOOD AND BEVERAGE SALES**

Any student organization or District-support organization that seeks to raise funds by means of food or beverage sales must comply with the following guidelines in order to obtain approval for such sales on District premises:

- A. No sales may take place during the hours that the District is providing food service to students.
- B. Items sold through vending machines must comply with the conditions stated in Board policy 8540 - Vending Machines.
- C. A plan must be submitted which describes:
  - 1. the items to be vended;
  - 2. the time, date, and location at which the items will be sold;
  - 3. provisions for proper preparation of the food and/or beverage items;
  - 4. provisions for the proper sanitation during and after the vending of the items and for the proper clean-up of the area(s), when applicable;
  - 5. how the funds will be safe-guarded during and after the vending of the items;
  - 6. the extent to which students are to be involved in the vending of the items and how much of their school and/or study time will be used for the planning and conduct of the activity.
- D. The plan is to be submitted to the principal at least ten (10) days prior to the fund-raising activity.
- E. The sponsor of the activity must agree that the activity will be in compliance with all District policies and administrative guidelines related to food service and fund-raising.



Book	Policy Manual
Section	8000 Operations
Title	COMPETITIVE FOOD SALES
Code	po8550
Status	Active
Adopted	April 12, 2011
Last Revised	November 19, 2014

#### 8550 - **COMPETITIVE FOOD SALES**

The Food and Nutrition Services Department will comply with the provisions set forth in Federal law regarding sale of competitive food and foods of minimal nutritional value.

The Food and Nutrition Services Department shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time other school organizations may begin to sell foods and beverage items in accordance with the Board's food service policy (Policy 8500) and guidelines (AG 8500 and AG 8500A) and with the Principal's approval. All food items and beverages sold to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day) shall comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

The food and beverages to be sold must be in accordance with the District's approved nutrition standards and the District's wellness policy (Policy 8510) and guidelines (AG 8500 and AG 8500A). All food items and beverages sold to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), including items sold from vending machines, from school stores, or as fund-raisers, including fundraisers operated by student clubs and organizations, parent groups, or boosters clubs, shall comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

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Legal	Title 7 C.F.R. 210.11
	R.C. 3313.84
	A.C. 3301-91
	7 C.F.R. Parts 210 and 220