[MS-0087.003.003.007]

SAN DIEGO CITY SCHOOLS
Office of the Superintendent

SCHOOL LUNCH PROGRAMS

September 11, 1969

It has been the policy of the San Diego City Schools to operate cafeterias and food services on a self-sustaining basis. The district provides housing, and some equipment was purchased with school funds when the program was initiated. Federal food programs and private foundations provide limited assistance; however, most food services income is derived from the cost of meals served to students and school employees. The major Federal assistance to the cafeteria program has been the milk subsidy program and the surplus food program. The school district has not participated in the Type A lunch program since 1958 because:

1. Long-range menu planning and large-scale food purchasing can be managed more efficiently when they are not restricted by Federal regulations.

2. The Type A lunch program requires schools to furnish free or reduced-price meals to all pupils who are determined by school authorities to be in need of assistance. Federal reimbursement for Type A lunches amounts to only 4¢ on a 42¢ meal.

3. Restrictions are placed upon the use of cafeteria funds for replacement of trucks, remodeling, and alterations. Since the modified programs operate from central kitchens and food is transported to many schools, the school district would have to use tax funds for these expenditures. During the 1969-70 school year it will probably be necessary to spend $117,000 for the following items:

Truck replacement	$ 15,000
Building alterations	85,000
Travel	500
Equipment	16,500
	$ 117,000

If the district were to participate in the Type A lunch program, these costs would have to come from district funds rather than cafeteria income.

The requirement that the food service program should be self-supporting has been based upon the following assumptions:

1. The primary purpose of the schools is education--all other concerns are of secondary importance.

2. The schools are not welfare institutions, nor are they equipped to administer welfare programs.

3. Funds available for the support of education are limited; therefore, they must be used to support the instructional program.

Persons who oppose self-supporting cafeterias and advocate free meals for needy children have claimed:

1. Large numbers of undernourished children are enrolled in the schools.

2. Undernourishment is a major cause of underachievement.

3. Because children are in school during the lunch period, it is appropriate that the schools assume the responsibility for feeding needy children.

4. A special purpose tax override may be levied to provide meals for needy children.

An additional consideration is the fact that San Diego City Schools has been allocated $259,404 of Special Assistance Funds for the 1969-70 school year. There is also legislation before Congress which may provide additional Federal assistance. If these funds are to be accepted, it will be necessary for at least part of the school district to participate in the Type A lunch program. Therefore, it would seem that the following courses of action may need to be considered:

1. Maintain the present policy of self-supporting food services and decline the $259,404 Special Assistance Funds.

   Cost: No additional cost to the district

2. Accept the $259,404 Special Assistance Lunch Funds and provide free lunches to all students who qualify on the basis of need.

   The estimated cost for this program, including the $259,404 Special Assistance subsidy and the Type A lunch subsidy, would be:

Cost of lunches (target area schools)	$ 219,608
Cost of lunches (remainder of district)	189,688
Trucks, remodeling, and equipment	117,000
Cost of certifying needy children	96,000
	$ 622,296
Special Assistance subsidy	-259,404
Net Cost	$ 362,892

   This would require approximately 3.30¢ special purpose override tax levy. It would be necessary to readvertise and adopt a new budget for the 1969-70 fiscal year.

3. Accept the $259,404 Special Assistance Lunch Funds and limit the Type A lunch program and free lunches to only those needy students

who attend schools in the Southeast San Diego target area. Needy children in other parts of the city would be cared for by a locally-operated program. The estimated cost for this program, including the $259,404 Special Assistance subsidy and the Type A lunch subsidy, would be:

Cost of lunches (target area schools)	$ 219,608
Cost of lunches (remainder of district)	180,510
Trucks, remodeling, and equipment	19,500
Cost of certifying needy children	96,000
	$ 515,618
Special Assistance subsidy	-259,404
Net Cost	$ 256,214

This would require an approximate 2.33¢ special purpose tax override and readvertising and adoption of a new budget.

4. Accept the $259,404 Special Assistance Lunch Funds and the Type A lunch subsidy, and provide free lunches to children with the most acute need (approximately 2/3 of the needy) and reduced cost meals for the less needy (approximately 1/3).

Cost of lunches (target area schools)	$ 364,227
Cost of lunches (remainder of district)	114,064
Special equipment (target area)	30,000
Trucks, remodeling, and equipment	117,000
Cost of certifying needy children	96,000
	$ 721,291
Special Assistance subsidy	-259,404
Net Cost	$ 461,887

This would require an approximate 4.20¢ special purpose tax override and would necessitate the readvertising and adoption of a new budget.

5. Accept the $259,404 Special Assistance Funds and the Type A lunch subsidy and utilize these funds to expand the 1968/69 pilot program <u>to provide reduced price meals only</u> (22¢) in 20 target area <u>elementary</u> schools. Free meals would continue to be limited to other than district funds; i.e., Welfare Department, Chelew Foundation, and the Bosch Milk Program. Experience with the present pilot program indicates that approximately 65% of the children in the target area elementary schools would participate in such a reduced price lunch program. The estimated cost for this program would be:

Cost of lunches	$ 483,563	
Cost of equipment	29,130	
Total Cost	$ 512,693	
Paid by parents (22¢)		$-253,295
Special Assistance equipment		- 29,130
Special Assistance subsidy (20¢)		-230,268
		$-512,693
Net Cost	-0-	

The cost estimates given in this report are based upon the number of children listed in the June 5, 1969 Health Services Department Study of Nutritional Needs. The actual number of children who could qualify for free or reduced-cost meals can only be determined when each applicant is verified by the school nurses.

If the Board of Education decides to participate in the Special Assistance Lunch Program, it will need to adopt a policy statement which will become part of the application.

Four policy statements which correspond to the various options are attached:

Policy Statement A - Self-sustaining food services (Plan No. 1) - no additional cost

Policy Statement B - Required for Type A Lunch and Special Assistance Lunch Programs for all students in the district (Plan No. 2, $362,892, or No. 4, $461,887)

Policy Statement C - Required for Type A Lunch and Special Assistance Lunch Programs in the target area only (Plan No. 3, $256,214)

Policy Statement D - Required for Type A Lunch and Special Assistance Lunch Programs limited to low-cost meals in the 20 elementary school target area (Plan No. 5) - utilizes $259,404 Special Assistance Funds, no district cost

HHK:ja

Enc.

SAN DIEGO CITY SCHOOLS
Office of the Superintendent

POLICY ON SCHOOL LUNCH PROGRAMS
A. Self-Sustaining Food Services

September 11, 1969

The first responsibility of the San Diego City Schools is that of providing the best possible education for the citizens of the community. Therefore, insofar as adequate nutrition is a factor in education, it is a proper concern of those charged with the operation of the schools. Studies on the relationship of nutrition to educational progress have generally supported the thesis that adequate nutrition is conducive to educational achievement. With this in mind, the school district operates cafeterias and endeavors to provide wholesome meals for those children who wish to take advantage of this service. Furthermore, realizing that some children cannot afford the cost of cafeteria meals, the school district utilizes various sources of assistance to provide meals for needy children. In doing so, it assumes this cafeteria service and assistance to needy children must be supported from funds not designated for instructional purposes.

The policy of the San Diego City Schools that the food services program should be self-supporting is based upon the following principles:

1. The primary purpose of the schools is education--all other concerns are of secondary importance.

2. The schools are not welfare institutions, nor are they prepared to administer welfare programs.

3. Funds available for the support of schools are limited; therefore, they must be used to support the instructional program.

4. The schools will utilize Federal, State, or private foundation assistance to provide meals for needy children whenever it can be administered efficiently and when it does not require the expenditure of local district funds.

HHK:ak

SAN DIEGO CITY SCHOOLS
Office of the Superintendent

POLICY ON SCHOOL LUNCH PROGRAMS
B. Policy Regarding Free or Reduced-Price Meals For Needy Pupils

September 11, 1969

I. GENERAL POLICIES AND RULES

A. All pupils who are determined by school district authorities to be in need of free or reduced-price meals shall be furnished them.

B. There shall be no discrimination in the furnishing of free or reduced-price meals because of race, religion, source of family income, or for any other reason.

C. The names of pupils determined to be eligible for free or reduced-price meals will not be published, posted, or announced in any manner to other children and children receiving free or reduced-price meals shall not be required, as a condition of receiving such meals, to: use a separate lunchroom; go through a separate serving line; enter the lunchroom through a separate entrance; eat lunch at a different time; use a different medium of exchange or eat a different meal than paying pupils.

D. The system in each of the various schools for collecting from paying pupils and accounting for free and/or reduced-price meals shall be such that the anonymity of pupils receiving free or reduced-price meals will be protected in the lunchroom, classroom, or other environ of the attendance unit.

E. Wherever possible and practicable needy pupils shall be provided an opportunity to earn their meals. However, assignments shall be appropriate for the age and sex of each pupil, shall not exceed one-half hour each day, and in no case shall be a condition of receiving such meals.

F. All forms of grants-in-aid shall be kept as a matter of record and be subject to audit.

G. In determining the relative needs of pupils to receive free or reduced-price meals consideration shall be given to the following principles:

1. The importance of meeting emergency situations. Family emergencies such as sudden unemployment, illness, death, desertion, delay in receipt of pay, etc., sometimes result in a pupil coming to school without lunch and without funds with which to purchase it. A child's statement of his need should be accepted at face value, with an immediate follow-up by family contact to determine whether free or reduced-price meals should be continued and, if so, for how long.

2. The importance of giving priority to the neediest families. For a variety of reasons it may not always be possible to meet all requests for free or reduced-price meals from pupils of low income families.

Under these circumstances priority shall be given to those pupils from families whose income is lowest on the scale regardless of source of income. The Social Welfare scale for potential applicants, Exhibit A, shall be used as a guide.

II. PROCEDURES

A. The principal or nurse at each school shall be responsible for initiating the screening process in accordance with district policy.

B. Verification of need shall be made in all cases.

C. The form "Pupil Free Meal Program," Exhibit B, shall be used for all pupils being considered for free or reduced-price meals on an extended bzsis. Upon approval by the assistant superintendent-business, a copy of this form shall be filed in the principal's office and a copy of the form "Free Meal Authorization," Exhibit C, shall be sent to the school food service manager to authorize the free or reduced-price meals.

D. The form "Financial Need Statement," Exhibit D, is available for optional use when it is deemed necessary to obtain a definitive written statement of financial need from families whose children are being considered for the free meal program.

E. In order to protect the anonymity of those pupils receiving free or reduced-price meals the following system shall be used (check one or more items):

[X] 1. The same method of exchange shall be used by both paying and nonpaying pupils.

[ ] 2. A weekly or monthly meal ticket shall be made available to all pupils. Nonpaying pupils shall be issued one of these tickets with coding which can be identified only by authorized personnel.

[ ] 3. A charge slip shall be issued to those pupils who have lost or forgotten their meal money. Nonpaying pupils shall be issued one of these charge slips with coding which can be identified only by authorized personnel.

[ ] 4. Pupils who perform services in the school shall be issued a meal ticket for these services. Needy pupils shall be issued the same ticket with coding which can be identified only by authorized personnel. Work shall not be required as a condition of receiving free meals.

[ ] 5. Other. (Explain)_____

F. Parents of pupils who are denied a request for free or reduced-price meals may appeal through regular administrative channels. The final decision rests with the board of trustees.

G. Parents shall be informed of the district's free or reduced-price meal policy through each school's regular newsletter or through the news media. Copies of the policy statement shall be available at the district office and at each school.

APPROVED BY THE BOARD OF TRUSTEES

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(School District)

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(Date)

HHK:ak

SAN DIEGO CITY SCHOOLS
Office of the Superintendent

POLICY ON SCHOOL LUNCH PROGRAMS
C. Policy Regarding Free or Reduced-Price Meals For Needy Pupils In The Target Area

September 11, 1969

I. GENERAL POLICIES AND RULES

A. All pupils who attend target area schools who are determined by school district authorities to be in need of free or reduced-price meals shall be furnished them.

B. There shall be no discrimination in the furnishing of free or reduced-price meals because of race, religion, source of family income, or for any other reason.

C. The names of pupils determined to be eligible for free or reduced-price meals will not be published, posted, or announced in any manner to other children and children receiving free or reduced-price meals shall not be required, as a condition of receiving such meals, to: use a separate lunchroom; go through a separate serving line; enter the lunchroom through a separate entrance; eat lunch at a different time; use a different medium of exchange or eat a different meal than paying pupils.

D. The system in each of the various schools for collecting from paying pupils and accounting for free and/or reduced-price meals shall be such that the anonymity of pupils receiving free or reduced-price meals will be protected in the lunchroom, classroom, or other environ of the attendance unit.

E. Wherever possible and practicable needy pupils shall be provided an opportunity to earn their meals. However, assignments shall be appropriate for the age and sex of each pupil, shall not exceed one-half hour each day, and in no case shall be a condition of receiving such meals.

F. All forms of grants-in-aid shall be kept as a matter of record and be subject to audit.

G. In determining the relative needs of pupils to receive free or reduced-price meals consideration shall be given to the following principles:

1. The importance of meeting emergency situations. Family emergencies such as sudden unemployment, illness, death, desertion, delay in receipt of pay, etc., sometimes result in a pupil coming to school without lunch and without funds with which to purchase it. A child's statement of his need should be accepted at face value, with an immediate follow-up by family contact to determine whether free or reduced-price meals should be continued and, if so, for how long.

2. The importance of giving priority to the neediest families. For a variety of reasons it may not always be possible to meet all requests for free or reduced-price meals from pupils of low income families.

Under these circumstances priority shall be given to those pupils from families whose income is lowest on the scale regardless of source of income. The Social Welfare scale for potential applicants, Exhibit A, shall be used as a guide.

II. PROCEDURES

A. The principal or nurse at each school shall be responsible for initiating the screening process in accordance with district policy.

B. Verification of need shall be made in all cases.

C. The form "Pupil Free Meal Program," Exhibit B, shall be used for all pupils being considered for free or reduced-price meals on an extended bzsis. Upon approval by the assistant superintendent-business, a copy of this form shall be filed in the principal's office and a copy of the form "Free Meal Authorization," Exhibit C, shall be sent to the school food service manager to authorize the free or reduced-price meals.

D. The form "Financial Need Statement," Exhibit D, is available for optional use when it is deemed necessary to obtain a definitive written statement of financial need from families whose children are being considered for the free meal program.

E. In order to protect the anonymity of those pupils receiving free or reduced-price meals the following system shall be used (check one or more items):

[X] 1. The same method of exchange shall be used by both paying and nonpaying pupils.

[ ] 2. A weekly or monthly meal ticket shall be made available to all pupils. Nonpaying pupils shall be issued one of these tickets with coding which can be identified only by authorized personnel.

[ ] 3. A charge slip shall be issued to those pupils who have lost or forgotten their meal money. Nonpaying pupils shall be issued one of these charge slips with coding which can be identified only by authorized personnel.

[ ] 4. Pupils who perform services in the school shall be issued a meal ticket for these services. Needy pupils shall be issued the same ticket with coding which can be identified only by authorized personnel. Work shall not be required as a condition of receiving free meals.

[ ] 5. Other. (Explain)_____

F. Parents of pupils who are denied a request for free or reduced-price meals may appeal through regular administrative channels. The final decision rests with the board of trustees.

G. Parents shall be informed of the district's free or reduced-price meal policy through each school's regular newsletter or through the news media. Copies of the policy statement shall be available at the district office and at each school.

APPROVED BY THE BOARD OF TRUSTEES

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(School District)

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(Date)

HHK:ak

D no Johnston X yes
FX
Smith X Stillman

2nd motion

Johnston moved 5 be approved
1 yes. 2nd French
(against the discrimination part based on them by State law)

SAN DIEGO CITY SCHOOLS
Office of the Superintendent

POLICY ON SCHOOL LUNCH PROGRAMS
D. Policy Regarding Free or Reduced-Price Meals For Needy Pupils in the Target Area Schools (Option No. 5)

GWS - wants cit. Training money to put off balance

September 11, 1969

I. GENERAL POLICIES AND RULES

A. All pupils who attend 20 target area elementary schools who are determined by school district authorities to be in need of free or reduced-price meals shall be furnished them in accordance with the policy that requires food services to operate on an annual self-supporting basis.

B. There shall be no discrimination in the furnishing of free or reduced-price meals because of race, religion, source of family income, or for any other reason.

C. The names of pupils determined to be eligible for free or reduced-price meals will not be published, posted, or announced in any manner to other children and children receiving free or reduced-price meals shall not be required, as a condition of receiving such meals, to: use a separate lunchroom; go through a separate serving line; enter the lunchroom through a separate entrance; eat lunch at a different time; use a different medium of exchange or eat a different meal than paying pupils.

Johnston moved 2 & 4 separately so that area schools contact list limited

D. The system in each of the various schools for collecting from paying pupils and accounting for free and/or reduced-price meals shall be such that the anonymity of pupils receiving free or reduced-price meals will be protected in the lunchroom, classroom, or other environ of the attendance unit.

E. Wherever possible and practicable needy pupils shall be provided an opportunity to earn their meals. However, assignments shall be appropriate for the age and sex of each pupil, shall not exceed one-half hour each day, and in no case shall be a condition of receiving such meals.

Johnston moved 3 & 5 separately

F. All forms of grants-in-aid shall be kept as a matter of record and be subject to audit.

G. In determining the relative needs of pupils to receive free or reduced-price meals consideration shall be given to the following principles:

1. The importance of meeting emergency situations. Family emergencies such as sudden unemployment, illness, death, desertion, delay in receipt of pay, etc., sometimes result in a pupil coming to school without lunch and without funds with which to purchase it. A child's statement of his need should be accepted at face value, with an immediate follow-up by family contact to determine whether free or reduced-price meals should be continued and, if so, for how long.

2. The importance of giving priority to the neediest families. For a variety of reasons it may not always be possible to meet all requests for free or reduced-price meals from pupils of low income families.

GWS - in favor French - "

died for lack of 2nd
French moved to accept
1st motion

One yes.

Under these circumstances priority shall be given to those pupils from families whose income is lowest on the scale regardless of source of income. The Social Welfare scale for potential applicants, Exhibit A, shall be used as a guide.

II. PROCEDURES

A. The principal or nurse at each school shall be responsible for initiating the screening process in accordance with district policy.

B. Verification of need shall be made in all cases.

C. The form "Pupil Free Meal Program," Exhibit B, shall be used for all pupils being considered for free or reduced-price meals on an extended bzsis. Upon approval by the assistant superintendent-business, a copy of this form shall be filed in the principal's office and a copy of the form "Free Meal Authorization," Exhibit C, shall be sent to the school food service manager to authorize the free or reduced-price meals.

D. The form "Financial Need Statement," Exhibit D, is available for optional use when it is deemed necessary to obtain a definitive written statement of financial need from families whose children are being considered for the free meal program.

E. In order to protect the anonymity of those pupils receiving free or reduced-price meals the following system shall be used (check one or more items):

[X] 1. The same method of exchange shall be used by both paying and nonpaying pupils.

[ ] 2. A weekly or monthly meal ticket shall be made available to all pupils. Nonpaying pupils shall be issued one of these tickets with coding which can be identified only by authorized personnel.

[ ] 3. A charge slip shall be issued to those pupils who have lost or forgotten their meal money. Nonpaying pupils shall be issued one of these charge slips with coding which can be identified only by authorized personnel.

[ ] 4. Pupils who perform services in the school shall be issued a meal ticket for these services. Needy pupils shall be issued the same ticket with coding which can be identified only by authorized personnel. Work shall not be required as a condition of receiving free meals.

[ ] 5. Other. (Explain)_____

F. Parents of pupils who are denied a request for free or reduced-price meals may appeal through regular administrative channels. The final decision rests with the board of trustees.

G. Parents shall be informed of the district's free or reduced-price meal policy through each school's regular newsletter or through the news media. Copies of the policy statement shall be available at the district office and at each school.

APPROVED BY THE BOARD OF TRUSTEES

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(School District)

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(Date)

HHK:ak