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learn more!**

SCHOOL MEAL PRICES

Breakfast	FREE
Elementary Lunch	\$2.25
Middle and High School Lunch	\$2.75
Lunch in Community Eligibility Provision (CEP) Schools	FREE
Adult and Visitor Lunch	\$5.00

SCHOOL MEAL BENEFITS

Free meals are available to any student who is enrolled in a school participating in the federal Community Eligibility Provision (CEP) or who qualifies for free or reduced-price meals based on household income. If you have any children **not enrolled** in a CEP school, please submit a meal benefit application for all children in the same home. You may also qualify for other benefits like discounts on utility bills or waivers for college application fees and SAT/ACT/PSAT exam fees.

A list of CEP schools and the meal benefit application can be found at www.hillsboroughschools.org/sns and the QR code above. Contact us at 813-840-7066 if you have questions about your application or CEP.

SCHOOL MEAL MENUS

Visit our [Student Nutrition Services \(SNS\) website](http://www.hillsboroughschools.org/sns) or download the Nutrislice app on any mobile device for information on our delicious, healthy meals including ingredients, photos, descriptions, nutrition facts, and allergens in each menu item.

MYPAYMENTS PLUS MEAL ACCOUNTS

MyPayments Plus allows you to prepay for school meals or other food items, set up auto pay, and monitor student spending. Go to www.mypaymentsplus.com or download the MyPayments Plus app on your mobile device. Students with negative balances on their meal account will not be allowed to purchase A La Carte items. See the Local Meal Charge Policy at our website for more information.

ALLERGIES AND SPECIAL DIETS

We take food allergies, food safety and student health very seriously. If your child requires a menu change due to a medical condition, you must submit a Special Diet Form signed by your child's doctor. Turn this form in to the SNS Cafeteria Manager, **every school year**, to ensure all allergy alerts are correct and up to date. A Special Diet Form can also be completed by the parent or guardian if other needs are required because of cultural or religious reasons (which do not require a doctor's signature). The Special Diet Form can be found on our [SNS website](http://www.hillsboroughschools.org/sns). Our online menus show which items contain the top nine food allergens to help you and your child identify their menu choices ahead of time.

ARE YOU STILL PACKING LUNCH?

Student Nutrition Services is here for you. Let us lighten the load, while saving money in your weekly food budget. School meals are a convenient, healthy option for busy families. Where else can you get a complete meal under \$3? Encourage your child to try our meals today and put packing behind you!

OTHER FOOD AID FOR FAMILIES

Additional food resources are available in our community. Feeding Tampa Bay can help you find a distribution of fresh groceries near you or to help add more money to your family food budget each month. www.feedingtampabay.org/findfood. Text HCPSFood to 74544 to see if you qualify for grocery assistance.



INFORMATION FOR PRINCIPALS AND SCHOOL STAFF

COMMUNITY ELIGIBILITY PROVISION (CEP)

CEP is a federal reimbursement option that allows eligible schools to provide breakfast and lunch at no charge to all students. Students at CEP schools are not required to fill out the Free and Reduced-Price meal application. A list of CEP schools can be found on the SNS website, or use the QR code above.

Students enrolled in non-CEP schools can apply to receive free school meals by completing the Free and Reduced-Price meal application. We will continue to partner with you to ensure all eligible students receive free school meals. The online Free and Reduced-Price meal application is on the SNS website or use the QR code above.

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MYPAYMENTS PLUS FOR FACULTY

By using a Lawson ID number, any staff member can go to the MyPayments Plus site and pre-pay for meals. Staff members who move from site to site can only access MyPayments Plus from their base site.

REGIONAL SUPERVISORS

Every school is assigned a Regional Supervisor who provides technical assistance and resources to the SNS manager and staff, as well as to the principal. At centralized SNS schools, the Regional Supervisor completes the annual evaluation of the manager, with input from the principal. At non-centralized schools, you are encouraged to ask the Regional Supervisor to assist you in your annual evaluation of the nutrition manager. The Regional Supervisor is required to conduct a minimum of 4 site reviews. A comprehensive program accountability review is also completed between October 1 and January 31.

MANAGING WITH KEY PERFORMANCE INDICATORS

Managers record data and monitor their program's performance. New SNS goals are issued for every program at the beginning of each year. Principals are encouraged to meet with their SNS teams to discuss progress, and to reach out to the Regional Supervisor with any questions or concerns.

FOOD SERVICE STORAGE

USDA and Florida health code guidelines prohibit use of SNS storage areas by other school staff and/or parents; only food and supplies for student meals provided by SNS may be stored in these areas. A temperature and security monitoring system is installed in every school's walk-in cooler and freezer, dry storage room, kitchen and manager's office. The purpose is to monitor storage temperatures to ensure that food is being kept safely and to prevent theft and the possible intentional contamination of food supplies. It will alert staff members if temperatures reach "danger zones" or if doors open after hours. Keys to these areas should be carried only by the manager and/or production coordinator. Any extra key(s) should be kept in the school safe.



INFORMATION FOR PRINCIPALS AND SCHOOL STAFF

CUSTODIANS

SNS pays two (2) hours of one custodian's salary each day, at every school site. A custodian must be assigned to the school cafeteria during meal time to handle trash, cleaning, and other jobs, as requested by the nutrition manager. This same custodian can receive one free meal, per day (not to include a la carte items).

DINING ROOM AIDES

In most elementary schools, SNS pays for one (1) aide to help students during meal service. The lunchroom aide is hired and supervised by the principal and their role is to encourage children to eat, open packages, wipe tables, and reinforce appropriate dining room behavior. School administrators or designee must be present during meal times.

DRESS STANDARDS

SNS employees must maintain a clean, professional image and meet safety standards at all times by adhering to the dress code. Please see the [SNS Procedure for Dress Standards](#) for additional information.

PAYROLL

SNS timesheets must be used to verify payroll. If an employee is absent, then a time off request (TOR) needs to be submitted in WFM for either personal or sick leave. A copy of this request needs to be signed by the employee and manager and submitted with the timesheet. Comp time or Non-paid time is not allowed. Overtime must be approved by the Regional Supervisor. If overtime is requested, the Regional Supervisor must be called or emailed and they will authorize the need for overtime by e-mailing the principal. Overtime is for hours in excess of 40 hours and does not include "extra hours" up to the standard 40-hour work week.

PARENT/OPEN HOUSE MEETINGS

All managers are required to attend their school's open house and to follow district guidelines for the event(s). This includes distributing printed materials that describe various program benefits including Community Eligibility Provision (CEP), meal benefit applications, the MyPayments Plus online payment system, and in general, acting as a resource for parent information. We also ask that managers attend at least one PTA/PTO meeting during the year.

REFUNDS

Any dollars left on a student's MyPayments Plus account at the end of the school year will automatically roll over to the new school year. Money can be moved to a sibling's account or refunded. The parent of a student enrolled or previously enrolled in HCPS can fill out the Request for Refund form on the SNS website.

STUDENT NUMBER AT THE POS

Students use their student ID number for any purchase in the school cafeteria. In order for the lines to move quickly, please ensure that all students work on learning (or re-learning) their number during the first few days of school. Pin pad printouts can be accessed at the SNS website or provided by your SNS Manager to assist in teaching the students their numbers.

STAY CONNECTED TO SNS

Follow us on [Facebook](#) @HCPSNutrition for SNS news, events, and nutrition tips.



INFORMATION FOR PRINCIPALS AND SCHOOL STAFF

HCPS WELLNESS POLICY 8510

Hillsborough County Public Schools (HCPS) has established a district supported wellness policy in compliance with Section 204 of Public Law 108-265, as well as the United States Department of Agriculture's (USDA) final rule "Local School Wellness Policy Implementation Under the Healthy Hunger-Free Kids Act of 2010". The policy also incorporates Chapter 5P-1.003 (2) (d) or Florida Administrative Code (FAC) which requires HCPS to establish Healthy School Teams in all schools. HCPS Wellness Policy requirements are as follows:

Healthy School Teams

Each school will establish an ongoing Healthy School Team as required by Florida State Statute Chapter 5P-1.003 (2) (d) that will meet monthly to facilitate site compliance with district policy as required. The Healthy School Team will create school goals for wellness activities, monitor compliance with the district wellness policy and complete the Hillsborough Healthy School Survey. Additional details are available in the [HCPS Wellness Policy](#).

Dining Requirements and Meal Schedules in the HCPS Wellness Policy

Dining areas will be attractive, clean, and safe and have enough space to accommodate students who are assigned to each meal period. Meal schedules in all schools will be "student-centered" in order for all students to have time to be served and to consume a meal.

- All schools will offer breakfast that will be scheduled to provide at least 10 minutes for students to eat. Alternative breakfast serving models to include Breakfast in the Classroom and Second Chance Breakfast are encouraged.
- If a student arrives at school on the school bus less than 15 minutes before the first bell rings, the school must allow the student at least 15 minutes to eat breakfast as required by Florida State Statute 595.405(5).
- Schools will accommodate tardy students with a breakfast.
- Lunch periods will be scheduled between the times of 10:00 and 2:00 and provide students with the opportunity for at least 20 minutes to eat, beginning from the time the student has received their meal.
- HCPS is required by USDA to offer both breakfast and lunch to all enrolled students on all school days, even when students are dismissed early. This includes days students are scheduled for exams.

Water

To promote hydration; free, safe, unflavored drinking water will be available to all students during the school day and throughout every school campus. During mealtimes, sites will make drinking water available where school meals are served.

Competitive Foods and Beverages

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the [Smart Snacks Nutrition Standards](#), USDA Healthy Hunger-Free Kid Act, 7 CFR 210.11. These standards will apply at all locations where foods and beverages are sold during the school day, which will include, but not be limited to, à la carte options in cafeterias, vending machines, school stores, club sales, PTA fundraising, snack carts, food trucks, and food delivery services.