

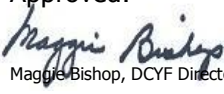


<b>2465 CLAIMS FOR SCHOOL MEALS PROGRAM</b>	
Chapter: <b>Sununu Youth Services Center</b>	Section: <b>Fiscal Management</b>
	New Hampshire Division for Children, Youth and Families Policy Manual
	Policy Directive: <b>13-22</b>
	Effective Date: <b>December 2, 2013</b>
Scheduled Review Date:	Approved:  Penny Sampson, SYSC Director
	Approved:  Maggie Bishop, DCYF Director
Related Statute(s): <a href="#">RSA 621</a> and <a href="#">RSA 621-A</a> Related Admin Rule(s): <a href="#">Ed 306</a> Related Federal Regulation(s): <a href="#">7 CFR part 210.10</a>	Related Form(s): Bridges' Screen(s) and Attachment(s):

Everyone needs and deserves a life of well-being that fosters a healthy mind, body and spirit. The SYSC participates in the state and federally funded National School Lunch and School Breakfast Programs, through which SYSC is reimbursed for each qualifying lunch and breakfast meal served. The New Hampshire Department of Education requires actual and accurate daily counts of the number of residents being served these meals.

**Purpose**

The purpose of this policy is to establish the procedure for complying with the National School Lunch and School Breakfast Programs.

**Definitions**

**"DCYF"** or the **"Division"** means the DHHS Division for Children, Youth and Families.

**"DHHS"** or the **"Department"** means the New Hampshire Department of Health and Human Services.

**"SYSC"** or the **"John H. Sununu Youth Services Center"** means the architecturally secure juvenile treatment facility administered by the DHHS Division for Children, Youth and Families.

**Policy**

- I. Staff of the SYSC shall document the daily census from CourtStream to identify the number of breakfasts, lunches, and snacks eligible for reimbursement by the Department of Education.
  - A. A census of youth detained and committed at the SYSC will be prepared twice each morning (one prior to breakfast and one prior to lunch).
    - 1. Central Control staff will identify and create a list of all youth currently admitted to the SYSC.
      - (a) A notation will be made for any youth who are currently out of the facility on a furlough, as they will not be included in the census count for meals prepared.
      - (b) Any youth who will be leaving the SYSC campus during the day (including court and field trips) will be included in the census and will have a reimbursable lunch and snack prepared to take with them.
    - 2. Central Control staff will sign-off on the census to confirm the accuracy of the information provided.

- B. Food Services staff at SYSC will review the meal components chosen before the youth leaves the food services line at both breakfast and lunch.
    - 1. A reimbursable lunch must have 3 out of the 5 following components:
      - (a) Fruit;
      - (b) Vegetable;
      - (c) Grain;
      - (d) Milk; and
      - (e) Meat or a meat alternative.
      - (f) One of which must be a fruit/vegetable.
    - 2. A reimbursable breakfast must have 3 out of the 4 following components:
      - (a) Fruit;
      - (b) Vegetable;
      - (c) Grain; and
      - (d) Milk;
      - (e) One of which must be a fruit/vegetable, effective school year 2014-2015.
    - 3. The Food Services Supervisor, or designee will review all meals at the end of the food services line and make a notation of any meal identified as not meeting the requirements for reimbursement.
  - C. The Food Services Supervisor, or designee, will track the number of non-reimbursable meals served during each meal period.
    - 1. The Food Services Supervisor, or designee, will use the confirmed census to identify the number of meals provided to youth and subtract the number of meals served that did not meet the requirements for reimbursement.
    - 2. The number of reimbursable meals served will be documented and initialed by the Food Services Supervisor, or designee, at the end of each meal period and sent to the Business Office.
- II. Submission: The Business Office shall submit the total number of breakfasts, lunches, and snacks for reimbursement to the Department of Education monthly.