

MEMO — Action Required

- **Approve Fundraisers**
- **Maintain Records of Food Sold Outside of the Reimbursable Meals**
- **Send Data to Nutrition Services**

Re: Selling Foods Outside of the Reimbursable Meals

Date: November 13, 2014

To: All District Departments

From: Sebastian Varas, Director, Nutrition Services

Approvals: Joanne Ackerman, Robert Dowdle, Kathryn McCarrie,
Alice Peck, Mike Sirois

On Sept. 1, 2014, the Utah State Board of Education addressed food sales on school campus in Rule R277-719, Standards for Selling Foods Outside of the Reimbursable Meals in Schools. This memo highlights LEA responsibilities, specifically with section R277-719-5, Fundraising Using Food/Beverages.

School principals shall maintain records of all food and beverage sales and fund-raisers that are sold to students at the school level. Principals will need to keep and provide documentation regarding foods and beverages sold on school campus outside of school food service during the defined school day (e.g. vending machines, school stores, and fundraisers). Acceptable documentation may include product specifications or manufacturer statements, standardized recipes, Smart Snack Calculator print outs or other documentation to support classification of non-exempted and exempted food and beverage sales. After collecting the necessary documentation, principals will send a copy to the Nutrition Services Department. Nutrition Services will centrally maintain all documentation for future Child Nutrition Administrative Reviews.

At the principal's discretion, schools may hold specifically exempted fundraisers no more than three times per year, with each fundraiser lasting no longer than five consecutive school days. CTE programs may submit a written fundraiser request to the USOE Child Nutrition Program Director in addition to the three allowed exempted fundraisers in R277-519-5C. Templates are included with this memo to provide assistance in documenting, both exempted, non-exempted and CTE-exempted fundraisers at the district/school level.



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Compliance with the USDA Smart Snack and USOE Board Rule will be monitored by the USOE Child Nutrition Program Staff during the Child Nutrition Administrative Review.

Provided are templates to use in documenting foods and beverages sold in schools including a completed sample copy. This information will also be available on the CSD Nutrition Services website under "Forms" at: <http://www.canyonsdistrict.org/forms>. Information about the standards and requirements are available from USDA at <http://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>. A product calculator is available from Alliance for a Healthier Generation to assist districts and schools in determining a compliant food or beverage online at <https://www.healthiergeneration.org/productcalculator>.