

### **Food Service Operations/Cafeteria Fund**

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code [38090](#), [38091](#), and [38092](#))

The cafeteria fund shall be used only for expenditures necessary for the operation of school cafeterias as defined in the California School Accounting Manual or appropriately reported to the California Department of Education. (Education Code [38091](#), [38101](#))

These expenditures may include, but are not limited to, expenditures for the following:  
(Education Code [38091](#))

1. Construction, alteration, or improvement of a central food processing plant
2. Lease, purchase or installation of additional cafeteria equipment of the central food processing plant
3. Vending machines and their installation and housing
4. Computer equipment and related software
5. Lease or purchase of vehicles used primarily in connection with the central food processing plant

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code [38101](#))

### **Meal Charge Procedure**

**The Superintendent or designee shall establish procedures to collect meal payments when meal charges are unpaid. There will be no unpaid charges allowed for adult meals.**

**(cf. 3551 – Food Service Operations/Cafeteria Fund)**

**(cf. 3620 – Fees and Charges)**

**(Ed Code 38084)**

**The following procedures are to support parents and students related to this policy:**

**A la Carte Meal Charges**

**No meal charges shall be allowed for all a la carte sales.**

**(cf. 3620 – Fees and Charges)**

**(Ed Code 38084)**

**Communication**

**Student Nutrition Services shall notify parents for low, zero, and/or negative balances daily. The forms of communication may include email, text, letter, and/or telephone.**

**Adult Meal Charges**

**No adult meal charges shall be allowed for all adult meal sales.**

**(cf. 5030 Student Wellness)**

**(7CFR Part 10 National School Lunch Program)**

**Meal Payments**

**Parents may view student balances, transaction history, and make payments online at the Food & Nutrition Services website. Meal payments may also be submitted to the school site office or at Food & Nutrition Services located at 1936 Carlotta Drive, Concord, CA 94519-1358.**

**(cf. 3620 – Fees and Charges)**

**(Ed Code 38084)**

Regulation MT. DIABLO UNIFIED SCHOOL DISTRICT

approved: April 8, 2003 Concord, California

**Revised: April 9, 2018**