
**Rules of
Department of Elementary and
Secondary Education
Division 30—Division of Administration
Chapter 680—School Food Services**

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**Title 5—DEPARTMENT OF
ELEMENTARY AND
SECONDARY EDUCATION**

**Division 30—Division of
Administration**

Chapter 680—School Food Services

**5 CSR 30-680.010 National School Lunch
Program**

PURPOSE: The State Board of Education is authorized and directed to cooperate with the secretary of agriculture in the administration of the National School Lunch Act. This rule establishes the regulations for the establishment, maintenance, operation and expansion of nonprofit school lunch programs.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost established by state law.

This rule details state and local responsibilities, as outlined in 7 CFR part 210, for the administration of the National School Lunch Program including, but not limited to, requirements for participation, requirements for lunches, free and reduced price lunches, reimbursement payments, management evaluations and audits.

*Auth: section 167.201, RSMo (1986).**
This rule was previously filed as 5 CSR 40-680.010. Original rule filed Dec. 24, 1975, effective Jan. 3, 1976. Amended: Filed June 11, 1976, effective Oct. 1, 1976. Amended: Filed July 6, 1976, effective Nov. 1, 1976. Amended: Filed Nov. 12, 1976, effective March 1, 1977. Amended: Filed Feb. 3, 1977, effective June 1, 1977. Amended: Filed July 10, 1978, effective Oct. 16, 1978. Amended: Filed Jan. 31, 1979, effective May 14, 1979. Amended: Filed Aug. 16, 1979, effective Nov. 12, 1979. Amended: Filed Oct. 11, 1979, effective Jan. 14, 1980. Amended: Filed Dec. 7, 1979, effective March 14, 1980. Amended: Filed March 4, 1980, effective July 1, 1980. Amended: Filed June 26, 1980, effective Nov. 17, 1980. Amended: Filed Sept. 12, 1980, effective Dec. 15, 1980. Amended: Filed Nov. 17, 1980, effective March 16, 1981. Amended: Filed Feb. 3, 1981, effective May 12, 1981.

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**Original authority 1963.*

**5 CSR 30-680.020 Special Milk Program
for Children**

PURPOSE: This rule details state and local responsibilities for the administration of the Special Milk Program for Children including, but not limited to, requirements for participation, reimbursement payments, administrative analyses and audits.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost established by state law.

This rule incorporates federal regulations, as contained in 7 CFR part 215, which are used to administer the Special Milk Program for Children. Specific areas in this rule include requirements for participation, reimbursement procedures, administrative analyses and audits.

*Auth: section 178.430, RSMo (1986).**
This rule was previously filed as 5 CSR 40-680.020. Original rule filed Dec. 24, 1975, effective Jan. 3, 1976. Amended: Filed Aug. 9, 1976, effective Dec. 1, 1976. Amended: Filed Feb. 13, 1978, effective May 15, 1978. Amended: Filed July 13, 1979, effective Oct. 12, 1979. Amended: Filed Aug. 16, 1979, effective Nov. 12, 1979. Amended: Filed Feb. 3, 1981, effective May 12, 1981. Amended: Filed Nov. 6, 1981, effective Feb. 15, 1982. Amended: Filed April 26, 1982, effective Aug. 13, 1982. Amended: Filed June 7, 1983, effective Sept. 12, 1983. Amended: Filed June 12, 1984, effective Sept. 14, 1984. Amended: Filed April 8, 1987, effective June 25, 1987. Amended: Filed May 27, 1987, effective Aug. 27, 1987. Amended: Filed Sept. 25, 1987, effective Dec. 24, 1987. Amended: Filed Oct. 23, 1991, effective March 9, 1992.

**Original authority 1963.*

**5 CSR 30-680.030 School Breakfast
Program**

PURPOSE: This rule details state and local responsibilities for the administration of the School Breakfast Program including, but not limited to, requirements for participation, reimbursement procedures, records and reports.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost established by state law.

- (1) School Breakfast Program Participation.
 - (A) By July 1, 1993, the United States Department of Agriculture's School Breakfast Program, as authorized by 42 USC 1773, shall be established in each public school district in the state in each school under its authority in which thirty-five percent (35%) or more of the students enrolled in the school were eligible for free or reduced price meals on October 1 of the preceding school year.
 - (B) In subsequent years, any school within a school district where the percentage of students approved to receive free or reduced price school meals is thirty-five percent (35%) or more of the enrollment as of October 1, the



School Breakfast Program must be established by July 1 of the following school year.

(C) To determine the participation requirement, as of October 1 of each school year for each school which does not operate the School Breakfast Program, the school district must determine the enrollment of the school, the number of students approved according to federal guidelines to receive free or reduced price school meals and the percentage of students enrolled in the school approved to receive free or reduced price school meals. The percentage of students approved to receive free or reduced price school meals is obtained by dividing the total number of students approved to receive free or reduced price school meals by the enrollment.

(D) Documentation of the participation determination for each school which does not operate the School Breakfast Program shall be provided to the Department of Elementary and Secondary Education (DESE) on a form as may be required by the department no later than February 1 of each year. This documentation also shall be maintained at the school district office and shall be made available for review by interested individuals.

(E) A review of the documentation records relating to the School Breakfast Program participation requirement will be made by representatives of DESE during school food service on-site reviews. School districts determined not to be in compliance with the School Breakfast Program participation requirement will be given sixty (60) days to initiate the School Breakfast Program in schools where required or request a School Breakfast Program waiver as outlined in section (2).

(2) School Breakfast Program Participation Waiver.

(A) A public school district may receive a waiver from DESE from the School Breakfast Program requirement described in section (1). The board of education of the school district seeking a waiver must adopt by majority vote a resolution requesting a waiver from the School Breakfast Program requirement.

(B) A written request for a waiver shall be filed with DESE and shall contain the name of the school district, the name(s) of the school(s) to which the waiver applies, the enrollment and number of students approved to receive free or reduced price school meals in each school, a statement indicating the board of education's reason(s) for the waiver, the date of the board action, the effective date of the waiver and the signature of the board president, board secretary or superintendent.

(C) A request for a waiver may be submitted at any time during the year, but should be submitted before July 1. Following DESE approval, a waiver will be valid for a period of

three (3) years. At the end of that time, the request process must be repeated. A board of education may rescind a waiver at any time.

(D) Documentation of the waiver must be kept on file at the school district office and made available for review by interested individuals.

(3) School Breakfast Program Hardship Grant Program.

(A) Subject to appropriation of funds for this purpose, state supplemental funds will be distributed through the School Breakfast Program Hardship Grant Program. Application for School Breakfast Program Hardship Grant Program funds may be made by public school districts participating in the School Breakfast Program to DESE any time after July 1 but no later than November 1 of the school year following the year for which supplemental funds are being requested (grant year). Each application shall contain information as may be required to enable DESE to dispense funds under the provisions of this rule.

(B) Priority for allocating funds under the School Breakfast Program Hardship Grant Program shall be based upon a need factor, which will be the percentage (by school) of free and reduced price student breakfasts served of total student breakfasts served during the grant year. To determine school priority, a ranking from the highest to the lowest by need factor will be made.

(C) Following the priority ranking of schools, supplemental funds will be distributed to schools according to the student breakfasts served during the grant year. Distribution of funds for breakfasts served will be made in the order of—student free breakfasts, student reduced price breakfasts and student paid breakfasts. In each instance, the combined funds received by a school per breakfast from all sources, federal, local and state, shall not exceed the district per breakfast cost.

(D) In the event that insufficient funds are appropriated to allow for a complete allocation to schools that apply, a proration of the funds provided will be made. First priority for the allocation of prorated funds will be schools classified under federal guidelines as severe need breakfast schools. Second priority will be schools serving thirty-five percent (35%) or more free and reduced price breakfasts. Third priority will be all other schools that apply. The distribution of funds will be the same as outlined in subsection (3)(C) of this rule except that funds for free and reduced price meals will be distributed in all levels before being distributed for paid meals.

(4) Outreach Activities. The state DESE shall collaborate with other agencies responsible for administering emergency and supplemental food programs in designing and implementing food program outreach activities. DESE outreach activities shall be focused on information concerning the School Breakfast Program and may include written materials, brochures, newsletters, news releases, public service announcements and videos.

*Auth: section 178.430, RSMo (1986).**
This rule was previously filed as 5 CSR 40-680.030. Original rule filed Dec. 24, 1975, effective Jan. 3, 1976. Amended: Filed Sept. 13, 1976, effective Jan. 1, 1977. Amended: Filed Dec. 27, 1976, effective April 11, 1977. Amended: Filed Aug. 16, 1979, effective Nov. 12, 1979. Amended: Filed Oct. 11, 1979, effective Jan. 14, 1980. Amended: Filed Dec. 7, 1979, effective March 14, 1980. Amended: Filed March 4, 1980, effective July 1, 1980. Amended: Filed Nov. 17, 1980, effective March 16, 1981. Amended: Filed Jan. 27, 1981, effective May 12, 1981. Amended: Filed Nov. 6, 1981, effective Feb. 15, 1982. Amended: Filed April 26, 1982, effective Aug. 13, 1982. Amended: Filed June 7, 1983, effective Sept. 12, 1983. Amended: Filed Oct. 5, 1983, effective Jan. 16, 1984. Amended: Filed June 12, 1984, effective Sept. 14, 1984. Amended: Filed June 28, 1985, effective Oct. 1, 1985. Amended: Filed May 27, 1987, effective Aug. 27, 1987. Amended: Filed Sept. 25, 1987, effective Dec. 24, 1987. Amended: Filed April 28, 1989, effective July 27, 1989. Amended: Filed Oct. 23, 1991, effective March 9, 1992. Amended: Filed Dec. 21, 1992, effective Aug. 9, 1993.

**Original authority 1963.*

5 CSR 30-680.035 Food Service Equipment Assistance Program

PURPOSE: This rule incorporates the federal regulations published in 7 CFR part 230, governing the Nonfood Assistance Program, which implement P.L. 94-105. State responsibilities for program administration and the role of the division in planning equipment acquisition are outlined. Specific procurement standards and property management requirements are incorporated into the regulations.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or

expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost established by state law.

This rule details state and local responsibilities, as outlined in 7 CFR part 230, for administering the Food Service Equipment Assistance Program. Specific areas in this rule include use of funds, requirements for participation, reimbursement payments, claims for reimbursement, management evaluations and audits, procurement standards and property management requirements.

*Auth: section 178.430, RSMo (1986).**
This rule was previously filed as 5 CSR 40-680.035. Original rule filed Oct. 14, 1976, effective Feb. 1, 1977. Amended: Filed Aug. 16, 1979, effective Nov. 12, 1979. Amended: Filed June 26, 1980, effective Nov. 17, 1980. Amended: Filed April 26, 1982, effective Aug. 13, 1982.

*Original authority 1963.

5 CSR 30-680.040 Cash in Lieu of Commodities

PURPOSE: This rule details state and local administrative responsibilities for distributing and accounting for funds received in lieu of commodities.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost established by state law.

This rule details state and local responsibilities, as outlined in 7 CFR part 240, which are used to distribute cash in lieu of commodities and specify how these funds may be used. Specific areas in this rule include apportionment of funds, use of funds, payments to schools, records and reports.

*Auth: section 178.430, RSMo (1986).**
This rule was previously filed as 5 CSR 40-680.040. Original rule filed Dec. 24, 1975, effective Jan. 3, 1976. Amended: Filed Dec. 27, 1976, effective April 15, 1977.

*Original authority 1963.

5 CSR 30-680.050 Determining Eligibility for Free and Reduced Price Meals and Milk in Schools

PURPOSE: This rule details state and local administrative responsibilities for determining eligibility for free and reduced price meals and free milk in schools.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost established by state law.

This rule details state and local responsibilities, as outlined in 7 CFR part 245, which are used to determine eligibility and establish procedures for extending free and reduced price meals and free milk to eligible children from economically needy families. Specific areas in this rule include eligibility standards, public announcements, applications, hearing procedures and nondiscrimination practices.

*Auth: section 178.430, RSMo (1986).**
This rule was previously filed as 5 CSR 40-680.050. Original rule filed Dec. 24, 1975, effective Jan. 3, 1976. Amended: Filed July 13, 1976, effective Nov. 1, 1976. Amended: Filed Aug. 9, 1976, effective Dec. 1, 1976. Amended: Filed June 21, 1977, effective Oct. 17, 1977. Amended: Filed Jan. 31, 1979, effective May 14, 1979. Amended: Filed July 13, 1979, effective Oct. 12, 1979. Amended: Filed Aug. 16, 1979, effective Nov. 12, 1979. Amended: Filed Nov. 17, 1980, effective March 16, 1981. Amended: Filed Nov. 6, 1981, effective Feb. 15, 1982. Amended: Filed April 26, 1982, effective Aug. 13, 1982. Amended: Filed June 7, 1983, effective Sept. 12, 1983. Amended: Filed July 10, 1984, effective Oct. 15, 1984. Amended: Filed July 1, 1987, effective Sept. 24, 1987. Amended: Filed May 23, 1990, effective Sept. 28, 1990. Amended: Filed Oct. 23, 1991, effective March 9, 1992.

*Original authority 1963.

5 CSR 30-680.060 Food Distribution

PURPOSE: This rule details state and local administrative responsibilities regarding commodities received under

the Food Distribution Program for use in school feeding programs.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state and is summarized here by the agency adopting it. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost established by state law.

This rule details state and local responsibilities, as outlined in 7 CFR part 250, which are used to administer the Food Distribution Program. Specific areas in this rule include availability of donated foods, eligible recipients, disposition of damaged or out-of-condition foods and obligations and responsibilities of states and recipient agencies which enter into agreement with food processors.

*Auth: section 167.201, RSMo (1986).**
This rule was previously filed as 5 CSR 40-680.060. Original rule filed Dec. 24, 1975, effective Jan. 3, 1976. Amended: Filed May 13, 1976, effective Sept. 1, 1976. Amended: Filed Aug. 9, 1976, effective Dec. 1, 1976. Amended: Filed Oct. 13, 1978, effective Jan. 15, 1979. Amended: Filed Sept. 25, 1981, effective Jan. 15, 1982. Amended: Filed March 27, 1989, effective June 29, 1989.

*Original authority 1963.

5 CSR 30-680.070 Summer Food Service Program—Request for Waiver

PURPOSE: Senate Bill 449, the Hunger Relief Act, outlines provisions for participation in the United States Department of Agriculture's Summer Food Service Program as authorized under 42 USC 1761 by eligible service institutions. Eligible service institutions include public nonprofit school food authorities. This rule describes the process by which public nonprofit school food authorities may obtain a waiver excusing them from participating in the Summer Food Service Program.

(1) Summer Food Service Participation Waiver.

(A) A public school district may receive a waiver from participating in the Summer Food Service Program from the Department of Elementary and Secondary Education (DESE). The board of education of the school



district seeking a waiver must adopt by majority vote a resolution requesting a waiver from participating in the Summer Food Service Program.

(B) A written request for a waiver shall be filed with DESE and shall contain the name of the school district, a statement indicating the board of education's reason(s) for the waiver, the date of the board action, the effective date of the waiver and the signature of the board president, board secretary or superintendent.

(C) A request for a waiver may be submitted at any time during the year but should be submitted before the end of the school year. Following DESE approval of a waiver, it will be valid for a period of three (3) years. At the end of that time, the request process must be repeated. A board of education may rescind a waiver at any time.

(D) Documentation of the waiver must be kept on file at the school district office and made available for review by interested individuals.

*Auth: section 191.810, RSMo (Cum. Supp. 1992). * Original rule filed Dec. 21, 1992, effective Aug. 9, 1993.*

**Original authority 1992.*