



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

ALLISON MONBLEAU
DIRECTOR

JOSEPH SANCHES
CHIEF OPERATING OFFICER

SCHOOL FOOD SERVICE
3661 INTERSTATE PARK RD N
#100
RIVIERA BEACH, FL 33404

PHONE: 561-383-2000

WWW.PALMBEACHSCHOOLS.ORG

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Bulletin #P 24-034 COO

Contact(s):

Paula Triana, 561-383-2026
Paula.Triana@palmbeachschools.org

Frances Rosier, 561-882-1931
Frances.Rosier@palmbeachschools.org

Healthy School Teams,
healthyschoolteams@palmbeachschools.org

Action By:
Various Dates

TO: Principals

FROM: Joseph Sanches / Chief Operating Officer

**SUBJECT: HEALTHY SCHOOL TEAM (HST) REQUIREMENTS, FOOD FUNDRAISING, VENDING & SCHOOL STORES -
REVISED - ORIGINAL POST DATE WAS 7/26/23**

Florida State Statute (~~FAC 5P 2.002~~) The [Wellness Promotion Policy \(2.035\)](#) requires each school to establish a Healthy School Team (HST) to ensure schools are creating healthier environments and remain in compliance with the United States Department of Agriculture's (USDA) Smart Snacks in School Standards.

Under the direction of the Florida Department of Agriculture and Consumer Services (FDACS), the School Food Service Department is responsible for the oversight of HST. Per the Statute, the District's [Wellness Promotion Policy \(2.035\)](#), and the [School Food Service Management Policy \(6.185 Section 5\)](#), each school must:

1. Ensure that its Healthy School Team meets at least biannually to remain in compliance with USDA's Smart Snacks in Schools Standards and Florida's competitive food rule and to support the goals and objectives of the Wellness Promotion Policy.
2. Schedule the **two** required meeting dates and enter the dates of those meetings in the [2023-2024 Healthy School Team Meetings survey](#). After the meetings take place, retain meeting notes in the school's files. **All schools must have these dates entered by Friday, April 19, 2024.**
3. Complete the required [Food Fundraising Tracking Form \(FY24\)](#) **prior to each food fundraiser** held on campus with one entry form per date. This form is only required when food is sold to students on your campus during the school day. *USDA has defined 'school day' as the period from midnight before to 30 minutes after the end of the official school day (last bell).*
4. Maintain a school calendar identifying the dates when exempted competitive food fundraisers occurred.
5. Provide an approved copy of the [Fundraising Application/Recap \(PBSD 0153\)](#) to the school's Healthy School Team Leader for each food fundraiser held on campus. This form must be completed by the activity sponsor. **Charter schools do not need to complete form PBSD 0153.**
6. Complete the required comprehensive Wellness Promotion Policy School Assessment. The school's HST may assist school administrators in completing this assessment.

The Healthy, Hunger-Free Kids Act of 2010 required the USDA to establish nutrition standards for all foods sold in schools beyond the federally-funded school meals programs. This includes foods sold by PTA/PTSA/PTO/PTSO or outside vendors.

All products sold in schools' food fundraisers, vending machines, and stores must comply with the [USDA's Smart Snacks in Schools Nutrition Standards](#). To see if a particular product meets those standards, please utilize the 'Smart Snacks Product Calculator' [tool](#).

Food Fundraising Allowable Selling Times

Schools may sell snacks and beverages that **meet** the USDA Smart Snacks Standards 30 minutes after the last lunch period ends.

Schools may sell snacks and beverages that **do not meet** the USDA Smart Snacks Standards ~~(or any "entrée-like" items that contain a protein and a grain; these are also known as "combination foods")~~ 30 minutes after the 'school day' ends.

A list of some qualifying snacks, along with a Smart Snack calculator, can be found on the [School Food Service website](#).

Nutritional Requirement Exemptions

The State has recognized the need for schools to use food fundraisers as a source of income and has developed allowable exemptions to the nutritional requirements. These exempted food fundraisers are only permitted to occur 30 minutes after the last lunch period has ended and must be documented per Florida State Statute (FAC 5P-2.002).

School Level	Number of Allowable Exemptions
Elementary Schools (Including K-6, if applicable)	5 days during the school year
Middle (6-8)/Junior High (7-9) Schools	10 days during the school year
High Schools (9-12)	15 days during the school year
Combination Schools (PK-8, 6-12, K-12)	10 days during the school year

Combination Foods

~~Combination foods containing a protein and grain (e.g., chicken sandwiches, hotdogs, hamburgers, etc.) are not allowed to be sold to students at any time during the school day unless the school utilizes one of the exemption days shown above. Regardless of the exemption, such foods may only be served 30 minutes after the last lunch period.~~

Combination foods containing a protein and grain (e.g. chicken sandwiches, hotdogs, hamburgers, etc.) **may ONLY be sold to students 30 minutes after the end of the school day.** Per Florida State Statute ([FAC 5P-2.002](#)) effective September 5, 2023, there are **NO EXEMPTIONS for Combination Foods**.

Vending Machines and School Stores

Food and beverages sold in school stores and vending machines can be operated at any time during the school day and must comply with the USDA Smart Snacks in School Standards. Any school interested in having student-accessible vending machines must utilize only the companies approved in the [Healthy Vending Services Bid \(22C-21F\)](#).

October 30, 2023

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HEALTHY SCHOOL TEAM (HST) REQUIREMENTS, FOOD FUNDRAISING, VENDING & SCHOOL STORES - REVISED - ORIGINAL
POST DATE WAS 7/26/23

Attached to this bulletin is a tri-fold flier ([Food Fundraising Guidelines](#)) that provides quick reference to the Smart Snacks in Schools regulations.

Healthy School Teams HUB Page

A [Healthy School Teams](#) HUB page is available to assist with HST oversight and to provide additional resources. You can also search the District Portal for the Healthy School Teams tile and then click 'Add to Home'.

Action Required Reminders:

- Update your school HST contacts on the 'Points of Contact' portal tile; click [here](#)
- **Charter school completes HST members; click [here](#)**
- Complete the survey to record the planned dates of your two HST meetings; click [here](#)
- Click [here](#) to access the Food Fundraising Tracking Form during the year to record ALL food fundraisers on campus to include PTA/PTSA/PTO/PTSO or outside vendors' events
- Provide an approved copy of the [Fundraising Application/Recap \(PBSD 0153\)](#) to the school's Healthy School Team Leader for all food fundraisers in the school year

Attachments

Approved: _____


Michael J. Burke, Superintendent

Beverage and Snack Vending Machines and School Stores



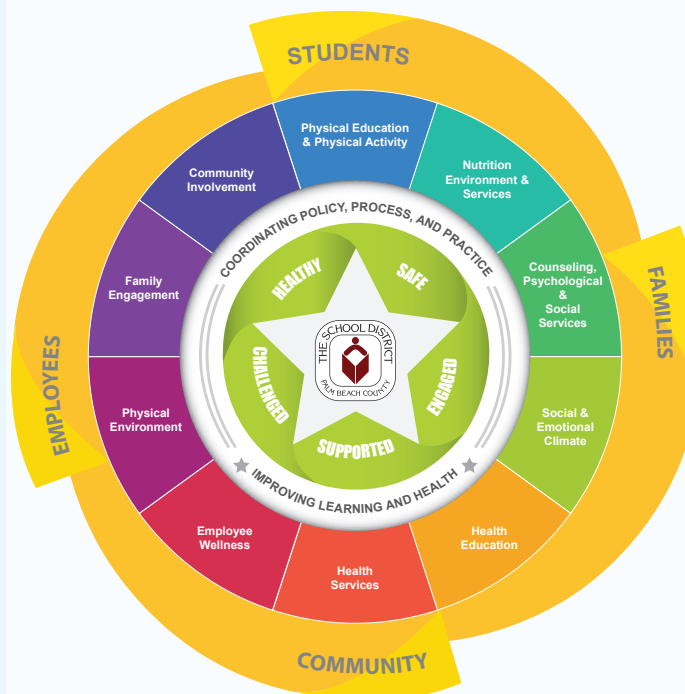
FACTS

According to the United States
Department of Agriculture (USDA)...

Vending Machines and School Stores:

- Are NOT fundraisers.
- May be operational at any time during the school day.
- Must ALWAYS be Smart Snack Compliant.

*Whole School, Whole Community,
Whole Child Culture...*



For more information contact:
healthyschoolteams@palmbeachschools.org

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: Program.Intake@usda.gov

Food Fundraising Guidelines



Healthy School Teams

Florida Statute requires that all food
and beverages **SOLD** to students
follow specific guidelines.

To maintain consistent standards district-wide,
keep this document nearby.

For more information
District Hub/Teachers/HealthySchoolTeams



Food Fundraisers

There are important guidelines that must be followed when conducting food fundraisers.

When selling food to students, the food must:

1. Be Smart Snack compliant.
2. Be sold **30** minutes after the last lunch period ends.
3. Adhere to the allowable fundraising exemption amounts for the school type.
4. Be tracked and reported
 - Dates and times for each food fundraiser must be submitted to the School Food Service (SFS) Department throughout the school year by completing the Food Fundraising Tracking Form.



Let's Develop
Healthy
Practices!

Allowable Exemptions

The State of Florida allows schools to “break the Smart Snack Rule” a specific number of days each year which is called an “**exemption.**” Exemption amounts are based upon the school type which are noted below

Elementary Schools

(Including K-6, if applicable)

Allowable Exemptions

5 days during the school year

Allowable Selling Times

30 minutes after the last lunch

Middle Schools

(6-8) or Junior High (7-9)

Allowable Exemptions

10 days during the school year

Allowable Selling Times

30 minutes after the last lunch

High Schools

(9-12)

Allowable Exemptions

15 days during the school year

Allowable Selling Times

30 minutes after the last lunch

Combination Schools

(PK-8, 6-12, K-12)

Allowable Exemptions

10 days during the school year

Allowable Selling Times

30 minutes after the last lunch

The USDA defines the school day as...

Midnight to **30** minutes after the official school day ends (last bell) which is specific to these food fundraising guidelines.

Combination Foods

Are any “entrée-like” items that contain a protein and a grain. Combination foods may **ONLY be sold 30 minutes after the end of the school day.**

Examples of Combination Foods

Pizza
Chicken Sandwich
Burger
Hotdog
Sandwich



Per State Statute, there are **NO EXEMPTIONS** for **Combination Foods.**

