



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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September 09, 2024
Bulletin #P 25-113 COO

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Action By:
Various Dates

TO: Principals
FROM: Joseph Sanches / Chief Operating Officer
SUBJECT: HEALTHY SCHOOL TEAM (HST) REQUIREMENTS, FOOD FUNDRAISING, VENDING & SCHOOL STORES

The Wellness Promotion Policy (2.035) requires each school to establish a Healthy School Team ([HST](#)) to ensure the creation of healthier environments and a cohesive wellness culture, as well as to remain in compliance with the United States Department of Agriculture's (USDA) [Smart Snacks](#) in School Standards.

HST Requirements and Oversight

Under the direction of the Florida Department of Agriculture and Consumer Services (FDACS), the School Food Service Department oversees the Healthy School Teams (HST). To ensure compliance with the USDA's Smart Snacks in School Standards and to support the goals and objectives of the District's Wellness Promotion Policy ([2.035](#)) and the School Food Service Management Policy ([6.185 Section 5](#)), each school must:

1. Hold **two** required HST meetings during FY25.
2. Per Florida State Statute ([FAC 5P-2.002](#)), complete the required [Food Fundraising Tracking Form \(FY25\)](#) **prior to each food fundraiser** held on campus when food is sold to students during the school day (**one** entry form per fundraiser). *The USDA defines the 'school day' as the period from midnight to 30 minutes after the end of the official school day (last bell).*
 - o The Fundraising Application/Recap ([PBSD 0153](#)) form must be completed by the activity sponsor, approved by the Principal, and submitted to the Treasurer for account assignment before any activity starts. *Note: Charter schools do not need to complete form PBSD 0153.*
 - o Sponsor must provide an approved copy of form PBSD 0153 to the HST Lead only when food is sold to students on your campus during the school day.

Food Fundraising Allowable Selling Times and Allowable Exemptions

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

Schools may sell snacks and beverages that **do not meet** the USDA Smart Snacks in School Nutrition Standards 30 minutes after the 'school day' ends.

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 **prior** to each food fundraiser held on campus, with **one** entry form per fundraiser.

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

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

Combination Foods

Combination foods containing a protein and grain (e.g., chicken sandwiches, hotdogs, hamburgers) **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**.

Culinary Arts Program During the School Day

Foods from the Culinary Arts Program that **do not** meet the USDA Smart Snacks in School Nutrition Standards **must not** be sold to students during the school day.

Foods from the Culinary Arts Program that **do** meet the USDA Smart Snacks in School Nutrition Standards can be sold to students 30 minutes after the last lunch period and **must** follow the [Food Fundraising Guidelines](#).

Foods from the Culinary Arts Program can be sold to **adults** at any time during the school day.

Vending Machines and School Stores

Snacks 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 Nutrition Standards. Any school interested in having student-accessible vending machines must utilize only the companies approved in the Healthy Vending Services Bid ([22C-21F](#)).

Attached to this bulletin is a tri-fold flier titled 'Food Fundraising Guidelines,' which provides a quick reference to the Smart Snacks in Schools regulations.

HST HUB Page

A [HST HUB](#) page is available to assist with oversight and provide additional resources. You can find it by searching the District Portal for the Healthy School Teams tile and clicking on the star under 'Add to Home'.

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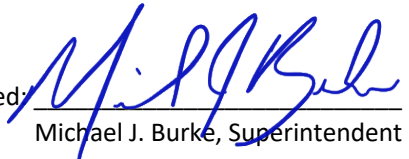
HEALTHY SCHOOL TEAM (HST) REQUIREMENTS, FOOD FUNDRAISING, VENDING & SCHOOL STORES

Action Required Reminders:

- Update your school HST contacts on the 'Points of Contact' portal tile [here](#). **Note:** *Charter schools enter HST members [here](#).*
- Access the Food Fundraising Tracking Form during the year to record ALL food fundraisers on campus, including PTA/PTSA/PTO/PTSO or outside vendors' events [here](#).
- Provide an approved copy of the Fundraising Application/Recap ([PBSD 0153](#)) to the school's HST Leader for all food fundraisers held on campus when food is sold to students during the school day.

Attachments

Approved: _____


Michael J. Burke, Superintendent

Vending Machines and School Stores

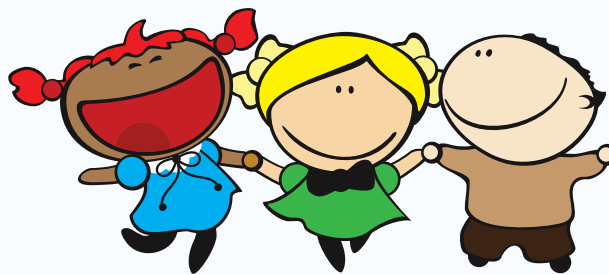
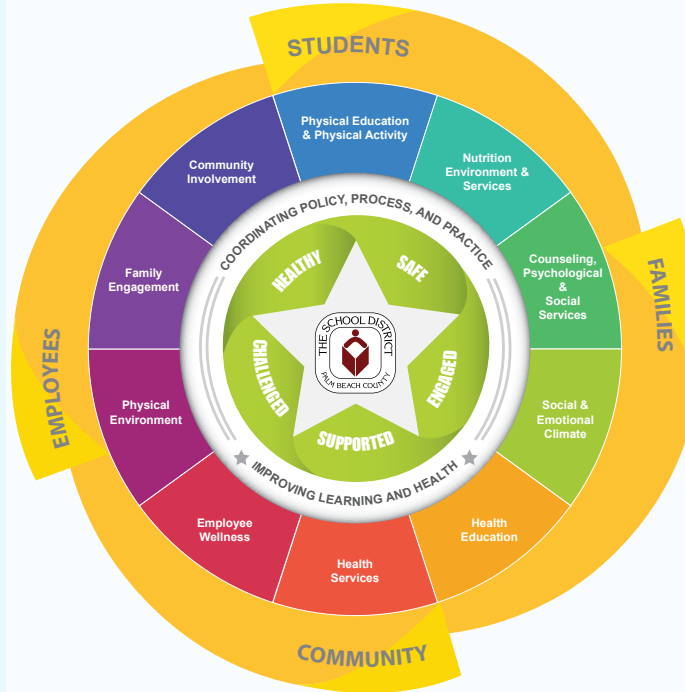


FACTS

According to the United States Department of Agriculture (USDA), Beverages and Snacks **SOLD** in 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

USDA is an equal opportunity provider and employer.

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 reported and tracked on the **Food Fundraiser Tracking Form** (found on the Healthy School Teams [HUB](#) page) prior to each food fundraiser held on campus throughout the year. One entry form is required per food fundraiser.



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...

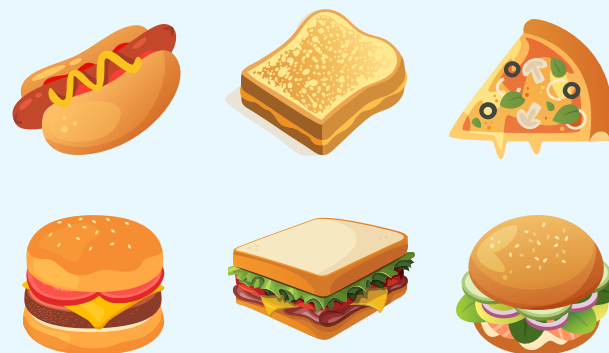
Midnight to **30** minutes after the official school day ends (last bell) which is specific to these food fundraising guidelines.

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.**

