



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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**Action By:
Various Dates**

TO: Principals and Directors

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 embrace the Whole School, Whole Community, Whole Child (WSCC) model and to establish a Healthy School Team ([HST](#)) to ensure schools are creating healthier environments, fostering a cohesive wellness culture, and complying with the United States Department of Agriculture's (USDA) [Smart Snacks](#) in School Standards.

Healthy School Team (HST) Requirements and Oversight

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 do the following:

- Principal must designate a Healthy School Team (HST) Lead to oversee the HST on campus. For best practice, it is recommended that an Assistant Principal be assigned as the HST Lead.
- Ensure that the HST members meet as needed to discuss items such as food fundraisers, school culture, and special events. For those schools involved in the Alliance for a Healthier Generation's Resilience In School Environment (RISE) program, it is recommended that the HST contribute to the assignments.
- Refer to the [HST Possible Members List](#) for guidance on potential HST members.
 - **School-based Campuses:** Enter the HST Lead and team members into the Points of Contact ([POC](#)) App on the District Portal.
 - **Charter Schools:** Complete the [FY26 Charters' Healthy School Team Members](#) form.
- Complete the required triennial Wellness Promotion Policy School Assessment. Healthy School Team (HST) members are needed to assist with its completion (a bulletin will be forthcoming in January 2026).

Food Fundraisers Requirements

Per Florida State Statute ([FAC 5P-2.002](#)), schools may sell snacks and beverages that **meet** the Smart Snacks in School Standards **30 minutes after the last lunch period ends**. Food items sold to students during the school day must not include ready-to-eat combination foods (e.g., chicken sandwiches, hot dogs, hamburgers). *The USDA defines the “school day” as the period from midnight to 30 minutes after the end of the official school day (last bell).*

Allowable Food Fundraisers Timeline

- Complete the required [Food Fundraising Tracking Form \(FY26\)](#) **before each food fundraiser** held on campus when food is sold to students during the school day (one entry form per fundraiser).
- 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. *(Charter schools are exempt from completing PBSD 0153).*
- The sponsor must provide an approved copy of PBSD 0153 to the HST Lead **only** when food is sold to students on campus during the school day.

Allowable Exemptions

The State recognizes the need for food fundraisers as a source of income and allows exemptions to the nutritional requirements for food items that **do not meet** USDA Smart Snacks in School Nutrition Standards. These exempted food fundraisers may only occur **30 minutes after the last lunch period has ended** and must be documented in advance in the [Food Fundraising Tracking Form \(FY26\)](#). There are **NO EXEMPTIONS** for combination foods.

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

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 ends** and must follow the [Food Fundraising Guidelines](#).

Vending Machines and School Stores

- Snacks and beverages sold in school stores and vending machines may operate at any time during the school day but **must comply** with the USDA Smart Snacks in School Nutrition Standards.
- Any school interested in installing student-accessible vending machines must use only vendors approved under the District's [All-In-One Purchasing Website](#), listed under "Vending Machines Services - Healthy Snacks and Drinks."

Attachments

Approved: _____


Michael J. Burke, Superintendent

Vending Machines and School Stores

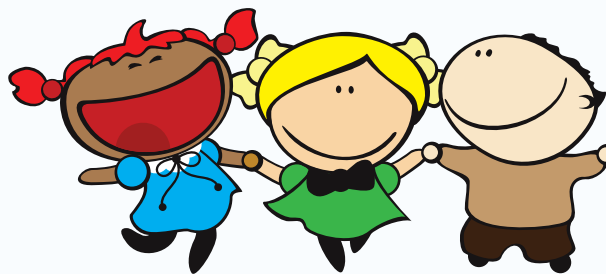
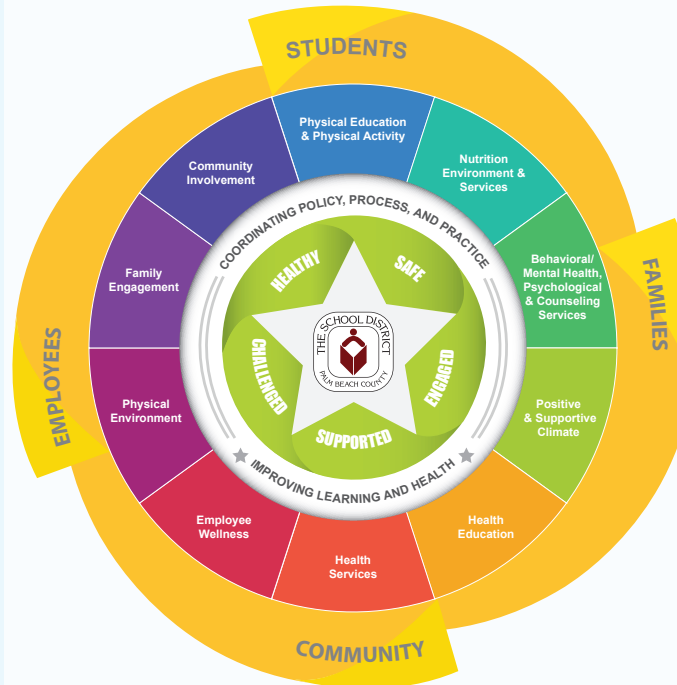


FACTS

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.**

