

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
~~Bureau of Health and Nutrition Services and Child/Family/School Partnerships~~
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road
Middletown CT 06457

**NOTE: Obsolete information on this memo is indicated by strikethrough text, e.g., ~~text~~.
Revised/new text is highlighted in orange.**

TO: National School Lunch and School Breakfast Program Sponsors

FROM: ~~Charlene Russell-Tucker, Chief~~
~~Bureau of Health and Nutrition Services and Child/Family/School Partnerships~~
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: January 31, 2007

SUBJECT: Operational Memorandum No. 11-07
I. Vending Machines in the School Meal Programs
~~II. National School Breakfast Week~~

- I. It has been brought to the attention of the state agency that there is a growing interest among school food authorities (SFA) on the use of vending machines in their school meals programs. The following material is intended to provide interim guidance for SFAs that are considering whether a meal vending machine could be successfully incorporated into their National School Lunch Program (NSLP) and School Breakfast Program (SBP).

SFAs must be aware that any vending machine that provides a reimbursable school meal is subject to all program regulations and represents an extension of the school food service area. *Therefore, school meal vending machines are subject to the same procedures, menu planning requirements, competitive food rules and offer versus serve requirements that are applicable to meals offered on a service line with a cashier.* Also, as a reminder, any use of program funds for obtaining and maintaining vending machines to provide reimbursable meals must be in accordance with the procedures set forth in 7 CFR 210.21, as applicable, concerning the procurement of supplies, food, equipment, and services.

It is the SFA's responsibility for ensuring that a vending machine used to serve reimbursable meals is operated in compliance with program regulations. For example, the SFA must ensure that a machine can properly dispense a reimbursable meal and accurately document when a reimbursable meal has been selected by an eligible student. Moreover, SFAs will need to ensure that the use of the vending machine does not allow an eligible student to receive **more than one reimbursable meal** per service period (e.g., one meal through the lunch line and a second meal through the vending machine). It is critical that any identity confirmation procedure does not overtly identify a child as receiving a free or

reduced-price meal. Additionally, as a reminder, all reimbursable school meals, including vended meals, must be priced as a unit.

Prior to the use of vending machines to serve reimbursable meals, an SFA must notify the Connecticut State Department of Education Child Nutrition Programs Office of its intent to do so. The Child Nutrition Programs Office will include the vending machines in any administrative review to ensure that these machines, and their use, are in compliance with program regulations.

The U.S. Department of Agriculture Food and Nutrition Services and the state agency recognize that vending machines may play an expanding role in the operation of the NSLP and SBP. Personnel policies, labor costs, pressure on lunch room space, class schedules and limited time all contribute to the need to explore more efficient and effective methods of delivering these important nutrition benefits to students. It is also critical to ensure the proper delivery of program services to students without unnecessarily inhibiting innovation.

~~II. National School Breakfast Week (NSBW) will be celebrated during the week of **March 5-9, 2007**. The theme for this year is “A World of School Breakfasts.” For more information go to the School Nutrition Association’s website at: <http://docs.schoolnutrition.org/meetingsandevents/nsbw2007/>. You may also download a toolkit on merchandizing school breakfast by going to: <http://docs.schoolnutrition.org/meetingsandevents/nsbw2007/tools.htm>~~

Questions pertaining to the above guidance and information may be directed to the appropriate consultant listed below.

<i>COUNTY</i>	<i>CONSULTANT</i>	<i>EMAIL</i>	<i>PHONE</i>
Hartford and Tolland	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079
New London, Windham and Middlesex	RoseAnna Holliday	roseanna.holliday@ct.gov	860-807-2064
Fairfield and Litchfield	Lorraine Sternal	lorraine.sternal@ct.gov	860-807-2008
New Haven County	Bob Zwack	robert.zwack@ct.gov	860-807-2081

For updated contact information, see the [Contact Information for School Nutrition Programs Web page](#).

CRT:tdd

~~Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320676>~~ Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for School Nutrition Programs Web page](#).