

<b>CRITERIA AND PROCEDURE</b>	
<b>BROAD SUBJECT: FINANCIAL MANAGEMENT</b>	<b>NO: FM-01-06</b>
<b>TITLE: State Supplemental Funds</b>	<b>EFFECTIVE DATE: October 1, 2010</b>

## **PURPOSE OF THIS CRITERIA/PROCEDURE –**

The purpose of this criteria and procedure is to describe how state lunch funds are authorized, allotted and paid to School Food Authorities (SFAs).

The purpose of state funds for school lunch as stated in O.C.G.A. 20-2-187 (a)(2) is "...to supplement federal funds as a means of keeping sale prices within the reach of paying students and of maximizing participation and quality meals for all students". The SFA sets sale prices for paid meals and snacks and must set prices for reduced-price meals and snacks at or below the maximum allowed by federal regulations. The SFA establishes a staffing pattern and/or meals per labor hour number and a salary schedule which determines the number of personnel to employ.

Each participating SFA receives federal lunch, breakfast and/or snack reimbursement. Federal funds can be used only for the non-profit school food service program that benefits enrolled students.

## KEY TERMS AND DEFINITIONS –

**Classified Full-Time School Foodservice Manager:** A school-level manager who (1) meets requirements of State Board of Education (SBOE) Rule 160-5-6-.01 STATEWIDE SCHOOL NUTRITION PROGRAM, (2) is employed on a full-time basis as defined by the SFA and (3) who is eligible for membership in the Public School Employees Retirement System shall qualify for sick leave under this article, state Code 20-2-1191.

**Full-time Equivalent (FTE) Position:** A calculated number resulting from dividing the average number of lunches served daily in a preceding school year by the productivity standard of 85 lunches per day (10.6 lunches per hour times 8 hours). SFAs earn a salary base determined by the number of FTEs earned.

**Full-time School Foodservice Employee:** A school-level school food service employee who is (1) employed on a full-time basis as defined by the SFA and (2) is eligible for membership in the Public School Employees Retirement System, (State code 20-2-1191).

**Local Educational Agency (LEA):** Public board of education or other nonprofit authority legally constituted for administrative control of public or private elementary or secondary schools.

**Manager Supplement:** A state-funded payment (in addition to salary base) earmarked specifically for program managers. For the purpose of earning state funds, the number of managers for an SFA does not include central office personnel working as training or supervising managers. Multi-unit managers may be counted at one school, if an exemption has been granted by the Georgia Department of Education (GaDOE) as outlined in State Board Rule 160-5-1-.22 Personnel Required. The number of managers cannot exceed the number of participating schools as reported on the department's website.

**Reimbursable Lunches:** Lunches served to eligible recipients under the National School Lunch Program (NSLP) that meet program requirements for federal payments.

**Salary Base:** The amount of state funds appropriated per full-time equivalent (position) earned.

**Salary Schedule:** A pay scale that recognizes longevity, experience, training, and education through pay increments that would be approved for employees when they meet the established criteria.

**School Food Authority (SFA):** The governing body that is responsible for the administration of one or more schools and that has the legal authority to operate the NSLP.

**Sick Leave Funds:** State funds authorized to reimburse the SFA for the cost of sick leave for school-level (1) managers at a rate equal to the statewide average compensation for school food service managers and (2) food service employees at the statewide average compensation for full-time school food service employees as determined by the SBOE. Funds are currently appropriated for two days. Funds are not earned for central office personnel.

**Staffing Pattern:** The way the number of labor hours available are distributed throughout the work day among the number of people and at the times needed. Scheduling a combination of part-time and full-time employees is usually the most efficient way to staff a foodservice program.

**State Performance Standard:** The standard to allot state school lunch appropriation that prescribes a minimum of 85 lunches to be produced during 8-hours of work by a full-time equivalent school nutrition position.

## CRITERIA AND/OR PROCEDURES –

1. The Salary Base is the appropriated amount of state funds paid per FTE earned. It is paid over twelve months, July through June. The months of July through August are paid based upon the FTEs earned for the average daily number of lunches served in the third preceding year. The months of September through June are paid based upon the FTEs earned for the average daily number of lunches served in the second preceding year.

The Salary Base is paid to a school system based on the number of full-time equivalent (FTE) positions earned. A school system's number of FTEs is calculated by dividing the average number of student lunches served daily in a preceding school year by 85. The number of 85 lunches is determined by the productivity formula approved by the SBOE in Rule 160-5-6-.01 currently set at a minimum of 10.6 lunches per hour. The school system's nutrition program should be staffed to produce the minimum of 85 lunches per 8-hour day to receive the benefit from the salary base intended by the law. More productive SFAs will realize the net effect of more available state funds per employee hourly rate of pay than less productive districts.

2. The Manager Supplement for managers is paid to SFAs over a period of ten months, September through June. Each SFA transmits annually over the School Nutrition Online (SNO) Reporting System, to GaDOE the number of full-time classified program managers in its employ for the upcoming year. The SFA is then allotted the managers' supplement based on this information. Currently authorized at \$1000.00 per manager per year, since 1995 the supplement has been appropriated at \$400.00.
3. Sick Leave funds are also paid to SFAs to reimburse for the cost of paying sick leave to employees. Each public SFA transmits annually through the School Nutrition Online Reporting system to GaDOE the number of school level full-time program managers and school level full-time non-manager program employees on its staff involved in food production. The school system earns sick leave funds based on this information.

The amount paid to the SFA may be more or less than the actual cost of sick leave incurred by the SFA. Beginning in 1989, sick leave was calculated for managers at the rate of \$58.00 per day and \$37.00 per day for non-managers at the school level. These funds are paid over ten months, September through June. While five days are authorized, only two days of sick leave are currently funded. The rate paid eligible full time employees must, at a minimum, be the lesser of the employee's daily computed wage rate or the state allocated average wage rate as determined by the SBOE.

4. Local school systems are required to have policies and procedures in place for paying sick leave to qualified employees. Employees must be allowed to accumulate unused sick leave from one school year to the next, for up to a maximum of ten days. Payment for these sick days (on a first-in, first-out basis) must be based, at a minimum, on the actual rate earned by the employee times the number of accumulated days. In the event that the SFA sick leave rate is higher than the state rate for sick leave, the aforementioned is not required. Records of sick leave must be maintained for each eligible employee.
5. Senate Bill 39, which was passed into law by the Georgia General Assembly, effective July 1, 2008, requires a local board of education and the SBOE to treat start-up charter schools **no less favorably** than other local schools with respect to the provision of funds for food services. Start-up charter schools that meet the requirements of State Board Rule 160-5-6-.01 and that report the number of school-level full-time program managers and school-level full-time non-manager program employees on its staff involved in food production qualify for these state lunch funds.

## **AUTHORITY – STATE**

O.C.G.A. 20-2-187 and 20-2-1190 through 1192

State Board of Education Rules 160-4-9.04 Charter Schools, 160-5-1-.22 Personnel Required, and 160-5-6-.01 Statewide School Nutrition Program.