



New Bedford Public School District Food Events and Distribution Procedure

Steps Required to Procure Food for School Activities (Students)

1. Obtain written Principal approval for provision of foods and determine funding source.
2. Notify the school Nurse regarding food/beverages to be provided and obtain written approval.
3. Obtain permission from parent/guardians of all students participating, using the appropriate NBPS Health Services Form:
 - a. [Classroom Based Celebrations](#)
 - b. [Food for Curriculum Permission Form](#)
 - c. [Food on Field Trips Permission Form](#)
4. Submit Requisition Form with the Principal and Nurse Approval Letter to the Finance & Operations Office.
5. Purchase foods from outside vendor(s), or to purchase from NBPS Food and Nutrition Services (FNS), submit the FNS [Function Request Form](#) at least two weeks prior to the event date.

Steps Required to Procure Food for School Activities (Non-Students)

1. Obtain written principal approval for provision of foods and determine funding source.
2. Submit Requisition Form with Principal Approval to the Finance & Operations Office.
3. Purchase foods from outside vendor(s), or to purchase from NBPS Food and Nutrition Services (FNS), submit the FNS [Function Request Form](#) at least two weeks prior to the event date.

Food Safety Requirements

Any food/beverages prepared outside of the FNS department must also meet the same food safety standards, as established in the [MA Dept of Public Health Food Code](#).

If any entity is hosting a school event that uses a school kitchen outside of school hours, an FNS staff member must be present to ensure safe food handling practices are followed during food preparation and serving. To request FNS staffing, please submit the FNS [Function Request Form](#) and be sure to note staffing needs.

If FNS cannot find staff coverage for the event, an individual with a current food handler certificate (such as ServSafe) must be present and the New Bedford Board of Health must be notified of the event by contacting Joseph Carvalho at joseph.carvalho@newbedford-ma.gov or 508-991-6199 ext 67497.

Background Information

Nutritious foods enhance learning and are essential for healthy growth and development. By providing nutritious foods to the students in the New Bedford Public Schools, we are helping to foster life-long healthy eating habits.

To assist schools in addressing the provision of foods during the school day, we have established the above procedures. **Please note that these procedures apply to any food and beverages purchased with New Bedford Public Schools' funds.**

Per Massachusetts state law ([M.G.L. ch.111 §223](#)), all foods or beverages sold or provided in public schools shall be limited to those that comply with the established MA [nutritional standards](#) and must meet local, state, and federal food safety requirements.

The John C. Stalker Institute of Food and Nutrition offers tools to determine product eligibility:

1. [A-List](#) - a list of snack products that meet both state and federal nutrition standards.
2. [MassNETS: Massachusetts Nutrition Evaluation Tool](#) can be used to determine if products, not on the A-List, meet the MA School Nutrition Standards.

To streamline the process and minimize any purchases that are not part of MA competitive food and beverage requirements, the approval process has been centralized.

Frequently Asked Questions

Food Events

- 1. I am a teacher or principal and want to have a student event that includes food during the regular school day. How do I go about purchasing food?**

Any foods served to students during the regular school day are subject to the above outlined requirements. See “Steps Required to Procure Food for School Activities (Students)”. Keep in mind that foods offered to students during the regular school day are subject to the Massachusetts state law ([M.G.L. ch.111 §223](#)), which states that all foods or beverages sold or provided in public schools shall be limited to those that comply with the established MA [nutritional standards](#) and must meet local, state, and federal food safety requirements. We also have a Wellness Policy that reinforces the School Districts Standards regarding food for students, as well as our Health Services standards.

- 2. I am a teacher or principal and want to have a student event that includes food after the regular school day or on a weekend. How do I go about purchasing food?**

Events that fall outside the regular school and that are at least 30 minutes after the end of the regular school day, are not subject to Massachusetts state law [M.G.L. ch.111 §223](#), and therefore are not limited to those that comply with the established MA [nutritional standards](#), however must still meet local, state, and federal food safety requirements. The “Steps Required to Procure Food for School Activities (Students)” detailed on page one of this document must still be followed.

- 3. I am a teacher or principal and want to have a student event that includes food during the regular school day. Can I bring in food or can students bring in food to share with the class?**

No. Due to food safety concerns including student food allergies, foods brought from home, whether from a staff member or student(s), are not allowed to be shared with other students. We also have a Wellness Policy that reinforces the School Districts Standards regarding food for students, as well as our Health Services standards.

- 4. I am a teacher or principal and want to have a faculty/staff event that includes food, during or after the regular school day. How do I go about purchasing food?**

To purchase any foods to be offered to non-students, follow the above “Steps Required to Procure Food for School Activities (Non-Students).” Foods served to non-students are not subject to the Massachusetts state law [M.G.L. ch.111 §223](#) and therefore are not required to comply with any specific nutrition standards.

Food Safety

- 5. I am having an event at my school with food, are there any food safety requirements? Do I need to have a Food and Nutrition Services staff member present?**

Yes, please see the “Food Safety Requirements” section on page one for specific details.

Special Programs - After School Programs

- 6. Our school has a student after school program and would like to provide snacks or suppers to the students, how do we get set up for this?**

Food and Nutrition Services (FNS) can provide meals and/or snacks for student programming after school. To get set up for this, you must notify FNS at least **2 weeks** prior to the program start date so that MA Dept. of Elementary and Secondary Education (DESE) Office of Food and Nutrition Programs requirements can be met, menus can be prepared, food ordered and paperwork routines established with program coordinator(s). Please contact Rob Shaheen, Food and Nutrition Services Director at rshaheen@newbedfordschools.org to start the process.

Special Programs - Outside of the 180 Day School Year

- 7. We are planning to have a program during a school break, holiday or summer and would like to provide meals to students. How do we get set up for this?**

Food and Nutrition Services (FNS) can provide meals and/or snacks for student programming during school breaks, holidays, weekends, and during summer. To get set up for this, you must notify FNS at least **4-6 weeks notice** prior to the program start date so that MA Dept of Elementary and Secondary Education (DESE) Office of Food and Nutrition Programs requirements can be met, menus can be prepared, food ordered and paperwork routines established with program coordinator(s). Please contact Rob Shaheen, Food and Nutrition Services Director at rshaheen@newbedfordschools.org to start the process.

Paying for Foods Purchased

- 8. How do I pay for foods purchased?**

For foods purchased from Food and Nutrition Services, an invoice will be provided by FNS after the event takes place. An invoice must be obtained for foods purchased from outside vendors. Invoices can be paid through AP or through a Munis transfer. Any questions about this process can be directed to Shawnie Reynolds, Supervisor of Bookkeeping at sreynolds@newbedfordschools.org or x14205.

Ordering Food from NBPS Food and Nutrition Services Dept.

- 9. How do I order food from the NBPS Food and Nutrition Services department?**

Submit the FNS [Function Request Form](#) at least two weeks prior to the event date. Include as much detail as possible for what you are looking for and someone will be in touch with you within 1-2 business days.