# Attachment B

# SCNP (Dir.) Memo #2024-2025-43

# October 24, 2024

## **Meals Served to Adults During Unanticipated School Closures**

Meals served to program and non-program adults may not be claimed for reimbursement in the Child Nutrition Programs. “Program Adults” are staff directly involved with the operation of the Nutrition Programs. “Non-Program Adults” are staff and visiting adults not directly involved with the programs.

### Program Adult Meals

The cost of meals served to adults who are directly involved in the operation and administration of the school nutrition programs may, at the discretion of the school food authority (SFA), be fully attributed to and supported by the nonprofit food service operation. These meals cannot be claimed for reimbursement. The SFA must have a local policy outlining how these program adult meals will be tracked and entered into the Point of Sale software. Nonprofit food service account funds may be used to cover the cost of these meals.

### Non-Program Adult Meals

SFAs and community organizations can provide meals to non-program adults if the nonprofit food service account is reimbursed with non-federal funding for the cost of the meals. This includes the value of any USDA Foods and bonus donated foods used to prepare the meal.

Non-program adult meals cannot be claimed for reimbursement. The SFA must collect payment from each non-program adult by charging the applicable adult meal price. The SFA cannot cover the cost of non-program adults. If payment is not collected from individual non-program adults, another funding source, such as the general fund, would need to pay for these meals.

### Determining Adult Meal Price

The minimum adult meal cost should reflect the price charged to students paying the school’s designated full price, plus the current value of federal cash and donated food assistance (entitlement and bonus) for full-price meals.

In non-pricing programs, such as Community Eligibility Provision schools, the adult meal cost should be at least the amount of reimbursement received for a free lunch or breakfast plus the per-meal value of both entitlement and bonus donated foods.

Additional information about determining the appropriate price for adult meals can be found in the Adult Meal Pricing Workbook located in SNPWeb Download Forms.

For more information, please see [FNS Instruction 782-5 Pricing of Adult Meals](https://fns-prod.azureedge.us/sites/default/files/resource-files/Pricing%20of%20Adult%20Meals%20in%20National%20School%20Lunch%20and%20School%20Breakfast%20Programs1.pdf), [2 CFR 210.7(c)(1)(v)](https://www.ecfr.gov/current/title-7/part-210#p-210.7(c)(1)(v)) and 2 CFR 210.18(b)(1)(iii).