



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: October 14 2025

AGENDA ITEM:

Increase to Adult and Visitor Meal Prices

BOARD ACTION REQUESTED:

Consider and Vote to approve an increase to adult and visitors' meal prices.

BACKGROUND INFORMATION:

Minimum adult meal prices are determined by USDA. The prices are based on reimbursement rates for students and were released in late August 2025.

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Recommendation: Increase adult meal prices to meet the minimum required meal price.

Meal	Current Price	Proposed Price
Breakfast	\$2.25	\$2.50
Lunch	\$5.00	\$5.25
Snack	\$1.21	\$1.26

Child Nutrition Programs - Application System

STILLWATER

County:

60

District:

1016

FY:

2026 ▼

Select

Checklist

Home Page

SFA

Checklist

Schedule B - Meal Prices

\$2.46 *(Min. Amount to Charge Adults/Contract for Breakfast) OR \$2.94 for Districts receiving Severe Need Breakfast rate*

\$5.14 *(Min. Amount to Charge Adults/Contract for Lunch) OR \$5.16 for Districts receiving the additional .02 cents.*

\$1.26 *(Min. Amount to Charge Adults/Contract for Snack)*

K. Adult Meals, Teachers on Duty, and Pricing (Reference FNS Instruction 782-5 [6/6/98])

1. Any location in the school used only for adult meal preparation and/or meal service where the foods prepared/served are only for adult consumption and **NOT** student consumption is unallowable. Records must reflect that all foods are purchased without the procurement power of the cafeteria. USDA Foods must not be used for these meals. CNP funds may be used to purchase the food; however, the total cost of the meal must be recovered. A separate project reporting code must be used to track expenditures and revenues
2. Revenue from the NSLP and SBP **CANNOT** be used to subsidize adult meals. If adults are charged less than the minimum amount required, the General Fund must cover the difference. SFAs report their adult meal prices during the renewal application process. Contact OCAS for information on correct procedures to do this. Refer to **page C-45** to determine how much of the General Fund must be used to subsidize adult meals if the SFA is not charging what is required. If the LEA is absorbing the cost, food for these adult meals should be coded to Project Reporting Code 000/Function Code 3155.

State agency and federal regulations state that the adult must be charged:

- Adult lunch charge equals the free reimbursement rate for lunch plus the additional incentive payment plus the value of USDA Foods
Note: Adult prices can be found in the application and agreement in CARS. Go into the checklist under SCHEDULE B - MEAL PRICES at the top of the page. (Prices change every July)
- Adult breakfast charge equals free reimbursement rate for regular breakfast.
- Adult snack charge equals free reimbursement rate for snack.
- The size of the adult meal or snack cannot be no larger than the largest portions allotted to students at that site.

3. Adult meals other than CNP employee meals cannot be served free of charge. CNP employees are adults who are directly involved in the operation and administration of the school nutrition programs. Child Nutrition must be stated in the employees contract, and the required professional development hours are to be obtained as required by USDA.

Teachers on Duty: Teachers who are on duty at the school do not qualify for free meals using CNP funds. Teachers are not considered Child Nutrition employees as it is not stated in their teacher's contract they are support staff, and they are not obtaining the required number of Child Nutrition professional development hours. If the district would like teachers to receive a free meal, it can be paid for out of General Fund and needs to be included as a fringe benefit in their contract. It is also required for the Adult Cost vs Charge form be maintained to ensure Child Nutrition is properly subsidized. This form is located on **page C-45**.

If the LEA is absorbing the cost, food for these adult meals should be coded to Project Reporting Code 11 (or 22)/Function Code 3155. General Fund is not required to subsidize the cost of CNP employee meals. This is an allowable use of CNP funds.

4. **Adult salad bars and cafeterias:** The definition of an adult cafeteria is any location in the school used only for adult meal preparation and/or meal service where the foods prepared/served are only for adult consumption and **NOT** student consumption. **An example of this is an adult only salad bar. Feeding only adults should be set up as a catering account.** Records must reflect that all foods are purchased without the procurement power of the cafeteria. USDA Foods must not be used for these meals. CNP funds may be used to purchase the food; however, the total cost of the meal must be recovered. A separate project reporting code must be used to track expenditures and revenues.
5. Meals served to any adults may **NOT** be claimed for reimbursement or counted toward the donated foods (USDA Foods) entitlement. The determination of individuals, positions involved, and the degree to which their services are attributed to the nonprofit food service program operations are left to local officials.
6. The Nonprogram Food Expenditures/Revenues Report will indicate if an SFA is charging enough to cover its cost for adult meals.

L. State Matching Reimbursement