



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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GOVERNOR

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STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 10
SCHOOL YEAR 2016-2017**

SUBJECT: Requirements for Advisory Boards and Student/Parent Input in School Nutrition Programs

DATE: January 30, 2017

National School Lunch Program (NSLP) regulations 7 CFR 210.16(a)(8) require School Food Authorities (SFAs) that participate in the NSLP and employ a Food Service Management Company (FSMC) to establish an advisory board. The board should be composed of parents, teachers, and students to assist in menu planning and to provide feedback on food programs. Even though this regulation does not apply to self-operated SFAs, MDE strongly recommends all SFAs establish an advisory board.

Additionally, the Michigan Revised School Code 380.1272b(1)(d) states that the board of a school district or board of directors of a public school academy shall provide for parent and pupil participation in the planning and evaluation of school meals and other foods sold or dispensed on school premises. All public school districts and public school academies participating in the School Nutrition Programs should have a procedure in place to collect student/parent input. Involving parents and students can be done in a multitude of activities, including, but not limited to, electronic or paper surveys, suggestion boxes, focus groups, tasting panels, menu development activities, wellness activities, and advisory boards.

The following resources include ideas and activities that can be used to involve students and parents:

- [Smarter Lunchrooms Movementⁱ](#)
- [Student Nutrition Advisory Council: Getting Startedⁱⁱ](#)
- [How to Assemble and Utilize a Student Nutrition Advisory Councilⁱⁱⁱ](#)
- [Tips for Involving Students in School Health and Wellness^{iv}](#)
- [Tips for Student Discussion Groups^v](#)
- [Tips for Listening to Students^{vi}](#)

Questions regarding this Administrative Policy should be directed to the School Nutrition Programs Unit by e-mail to MDE-SchoolNutrition@michigan.gov.

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ⁱ<http://smarterlunchrooms.org/homepage>

ⁱⁱhttp://schoolnutrition-nc.org/pdf/NC-SNAC_Getting_Started_2015.pdf

ⁱⁱⁱ<https://www.educateiowa.gov/sites/files/ed/documents/How%20to%20Form%20a%20Student%20Wellness%20Group.pdf>

^{iv}<https://www.educateiowa.gov/sites/files/ed/documents/Tips-for-Involving-Students-in-School-Health-and-Wellness.pdf>

^v<https://www.educateiowa.gov/sites/files/ed/documents/How%20to%20Get%20Feedback%20from%20Students.pdf>

^{vi}<https://www.educateiowa.gov/sites/files/ed/documents/Tips%20for%20Listening%20to%20Students.pdf>