



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE MEMO NO. 5
SCHOOL YEAR 2022-2023**

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

DATE: January 25, 2023

The purpose of this memo is to remind School Nutrition Program sponsors of the state and federal requirements for School Food Authorities (SFAs) to include students and other partners in their menu planning and evaluation.

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

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 in Michigan 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
- advisory boards

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

- [Host a Taste Test - Action for Healthy Kids](#)
- [Taste Testing Guide.pdf \(healthiergeneration.org\)](#)
- [Team Nutrition Taste Test Event Resources](#)
- [Taste Test Guide and ballots \(Montana\)](#)
- [Taste Like a Chef](#)

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