

## **Food and Nutrition Services Department Vending Machine Compliance Guidelines**

The Food and Nutrition Services Department is following the *Smart Snack Guidelines* designed and implemented by the United States Department of Agriculture (USDA) and the Department of Elementary and Secondary Education (DESE). The Smart Snack Guidelines include changes in calories, sodium, fat, and sugar totals for both snacks and beverages served in schools. These guidelines also include school stores, fundraisers, vending machines, and A La Carte/Afterschool snacks.

### **Vending Machines:**

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- Vending machines outside of the cafeteria in the secondary schools will be placed on timers and will not be operational during the breakfast and lunch periods.
- All beverages and snacks will follow the Smart Snack Guidelines in regards to calories, sodium, fat, and sugar totals.
- **Protocol:** All schools are required to use the Special Administrative Board approved vending company, **Dynamic Vending**.
- Schools requesting vending and snack machines will need to submit a written request to Althea Albert-Santiago, Director of Food and Nutrition Services Department at [althea.albert-santiago@slps.org](mailto:althea.albert-santiago@slps.org).
- All vending machines not under the District's approved Dynamic contract will need to be removed from the school as soon as possible.
- **Commissions:** each school that has a vending machine under the District's contact with Dynamic vending is qualified to receive a commission check.
- Commission Checks are mailed to the Principal at each school on a quarterly basis by Ronnie Martindale in the Fiscal Control Office. Any questions concerning commission checks should either be directed to **Ronnie Martindale at 314-345-2274 or Althea Albert-Santiago at 314-401-9870**.
- Commissions shall be based on the total dollar amount sold per location and not individual items.
- Dynamic Vending will respond to all service calls in 2-4 hours, 7 days week (when schools are open). Dynamic will replace any defective equipment; service number is 314-895-1996.
- If there are any concerns with the vending machine(s) and/or Dynamic Vending staff the Principal should contact **Althea Albert-Santiago, Director of Food and Nutrition Services Department at 314-401-9870**.