

FOOD SERVICES MANAGEMENT

CO
(REGULATION)

FREE OR REDUCED-
PRICE SCHOOL
MEALS

A parent and/or guardian may contact the Food Service Office Manager at each campus to obtain information for applying for free or reduced-price school meals. Front office staff will also provide information, forms, and links to parents upon request.

A student who qualifies for free meals will never be denied a meal, even if the student has a negative balance from other purchases, such as à la carte items.

[See COB for further information on free and reduced-price meals.]

INSUFFICIENT MEAL
CARD OR MEAL
ACCOUNT BALANCE

Any student who uses a prepaid meal card or meal account to purchase his or her school meals, including reduced-price meals, will be allowed a grace period each school year, as established by the Board, during which the student may continue to charge school meals after the account balance has been exhausted. [See CO(LOCAL)] The Board approved a grace period of five (5) school days.

The student will not be allowed to charge à la carte items or extra items during the grace period.

Any student who has an insufficient meal card or who has an insufficient meal account balance will be able to purchase a meal if the student brings cash to purchase the meal.

Lowest-Cost
Reimbursable Meal

After the grace period has ended, the student will be served the lowest-cost reimbursable meal. Typically, this meal consists of a sunbutter nut sandwich, fruit, vegetable, and milk.

Medical Notification

When offering lowest-cost reimbursable meals, the District will provide modified meals to any student requesting dietary accommodations in accordance with his or her care plan. [See FFAF]

Overt Identification

The District will not use any strategy or notification method that overtly identifies the free and reduced-price meal eligibility or unpaid account status of any student. Examples of prohibited practices include:

- Announcing or publicizing the names of students who have insufficient funds or unpaid meal charges.
- Requiring students who have free or reduced-price meal eligibility or unpaid meal charges to use a different serving line to pick up a lowest-cost reimbursable meal.
- Notifying students about a low or negative account balance in front of other students.
- Using hand stamps, stickers, or other physical markers to identify students' account status or asking students to raise their hands to self-identify their account status.
- Sending visibly marked notices home with students who have

FOOD SERVICES MANAGEMENT

CO
(REGULATION)

outstanding balances.

To prevent the overt identification of a student with insufficient funds, the student and parent will be discreetly instructed on how the student will access the lowest-cost reimbursable meal in the food service line, and the lowest-cost reimbursable meal will be available to all students as a choice on the regular meal service line.

Notification

The District will make reasonable efforts to notify families when meal card or meal account balances are low and will communicate privately with families to resolve unpaid charges. Notification methods that overtly identify a student with unpaid meal charges are prohibited.

The parent or guardian will be notified in writing by the campus Food Service Office Manager within 1 day after the student's meal card or meal account balance is exhausted.

Repayment

Unpaid student meal charges become a debt owed to the District. The District will begin collecting debt immediately after expiration of the grace period.

The District will apply a delinquent debt collection period for unpaid charges not to exceed one year.

The District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt and will establish a schedule for repayment. Only appropriate school personnel trained in USDA confidentially requirements may request payment from families with unpaid meal charges.

If a parent and/or guardian does not repay a debt, the District will take the following actions:

- The debt will be turned over to the Superintendent or designee for collection.
- The debt will be turned over to collection agencies.
- The District will use any other legal method permitted by law.

Employee Meal
Charges

An employee may use a charge account for meals, but the employee may charge no more than \$10.00 to the account.

SCHOOL MEAL
LEFTOVERS

All state and local health and safety regulations will be followed if the District allows a campus to minimize food waste by selling, sharing, or donating school meal leftovers.

FOOD SERVICES MANAGEMENT

CO
(REGULATION)

Donations

When an official of a nonprofit organization, such as a local food bank or charitable organization, is directly affiliated with the campus, including a teacher, school counselor, or parent of a student enrolled at the campus, the District allows the campus to donate food to the nonprofit organization. Permission to donate food will be granted through a memorandum of understanding (MOU) with the nonprofit organization.

The food donated by the campus to the nonprofit organization may include:

- Surplus food prepared for breakfast, lunch, or dinner meals or a snack to be served at the campus cafeteria, subject to all applicable local, state, and federal requirements. Surplus food will not be intentionally prepared to support the donation program.
- Food donated to the campus as the result of a food drive or similar event.

The food that will be donated may include the following:

- Packaged or unpackaged unserved food;
- Packaged served food if the packaging is in good condition;
- Whole, uncut produce;
- Wrapped raw produce; and
- Unpeeled fruit that is required to be peeled before consumption.

The MOU will address procedures regarding notification to students about the program and distribution of food to students. The nonprofit will work with the campus principal to establish where food may be stored on the campus and the times and locations when food may be distributed on the campus.

The District will follow all applicable local, state, and federal food safety regulations for handling and storing donated food. Temporary storage of food in school nutrition program equipment or facilities will be in accordance with school nutrition program guidelines.

A campus employee may volunteer to assist the nonprofit organization in preparing and/or distributing the food. The employee must obtain permission from the employee's supervisor if these activities occur during the employee's regularly scheduled working hours.

An employee must receive prior written approval from the employee's supervisor to charge time to the school nutrition program when identifying and organizing food items to be donated. The employee may not charge time to the school nutrition program when performing operational tasks for the food donation program. In addition, the employee volunteer may not take food for personal use.