

NUTRITION SERVICES

Lyon County School District (LCSD) Nutrition Services Department strives to provide high quality, nutritious and satisfying meals to students and staff, and also meet the USDA required regulations. Students need nutritious food in order to help them thrive as successful students, and the Nutrition Services Department strives to meet these requirements for students.

While the LCSD Nutrition Services Department re-invests into the program to continually improve the quality and services, it is important that families who do not qualify for free meals stay current on their accounts. The Nutrition Services department can only provide minimal opportunities for charging towards a family's account. Additionally, the Nutrition Services department wishes to honor dietary, cultural and religious restrictions, and will attempt to meet family requests, based on individual needs and circumstances.

The administration regulations in this policy attempt to address several practices that involve the Nutrition Services Department, including Nutrition Services employees and volunteers eligible for complimentary meals, meal charges and dietary, cultural or religious restrictions.

ADMINISTRATIVE REGULATIONS – NUTRITION SERVICES

A. Complimentary Meals

Nutrition Services employees, substitutes, student workers and volunteers may receive an employee meal for every shift worked. The meal is free of charge and has to be consumed on premises. No food shall be taken off premises including leftovers. All perishable leftovers must be properly discarded as nutrition services staff can no longer guarantee that they are suitable for human/animal consumption. Non-perishable unopened, prepackaged leftovers can be used the next time the item is on the menu. Employees who do not have a meal break and who desire to eat lunch on the job, must report to work at least 15 minutes before their shift begins to allow time to eat their complimentary lunch. No exception will be made without prior approval from the Nutrition Services Supervisor.

B. Meal Charge Policy

The goal of Lyon County School District (LCSD) is to provide students access to nutritious meals each school day to support their academic success. However, unpaid charges place a financial burden on LCSD schools and Nutrition Services. The purpose of these regulations are to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. Additionally, these regulations address unpaid meal charges throughout LCSD. Charging of items outside of the reimbursable meals (ex. a la carte items, adult meals, etc.) is prohibited.

1. **Free Meal Benefit.** Students eligible for free meals will be allowed to receive one (1) free reimbursable meal during breakfast and one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the full price rate. A la carte purchases must be paid by the student.*
2. **Reduced Meal Benefit.** Students eligible for reduced priced meals will be allowed to receive one (1) breakfast for \$0.30 and one (1) lunch for \$0.40 each day. Additional meals must be purchased at the full price rate. A student can incur negative charges up to \$5.00. The charge meals offered to students will be reimbursable meals that are available to all students.*
3. **Parents/Guardians** are responsible for any charges accrued before their application is approved or after their application expires.
4. **Students** who received meal benefits in June the previous school year will receive the same meal benefits for a 30-day grace period of the new school year or until a new application is approved. After the grace period, students will be charged full price for meals and parents/guardians are responsible for the charges. Students new to the district are not

eligible for the grace period and are considered "paid" students until their eligibility for meal benefits is approved.

5. Full Pay Students. Students will pay for meals at the school's published paid meal rate each day. A student can incur negative charges up to \$10.00. The charge meals offered to students will be reimbursable meals that are available to all students.
6. Charging of a la carte items will not be permitted on unpaid accounts for any reason. Students must have a positive balance and/or cash to make a la carte purchases.
7. When a student's account has met his/her maximum charge (ex \$5.00 for reduced rates, \$10 for full pay) they will receive an alternate meal, which includes Milk, Fruit and Vegetables (no entrée).
8. Parents/Guardians are responsible for meal payments to LCSD Nutrition Services Program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. Meal charge debt will be carried over to the next school year regardless of the student's meal benefit eligibility.
9. Payments may be made online via www.myschoolbucks.com or given to the cashier at breakfast or lunch time. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any funds remaining at the end of the school year will be carried over to the student's account for the next school year.
10. Refunds of \$10 or less can be made to parents/guardians by the cashier upon request. Parents/Guardians must contact Nutrition Services to request refunds of more than \$10. Students who are graduating at the end of the school year can transfer their remaining funds to a sibling's account with a written request.
11. Withdrawn and graduating students that have a remaining account balance and wish to receive a refund must make the request prior to the end of the school year. Once the school year has closed and the year-end process has been completed, all inactive students will be removed from the LCSD system and their information cannot be accessed in order to process a refund. Any unclaimed funds will be reverted to LCSD Nutrition Services Program.
12. If automatic payments are scheduled via MySchoolBucks, parents/guardians are responsible for stopping the payments once the student has graduated or withdrawn from LCSD.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians and families are encouraged to apply for free or reduced-price lunches for their child if applicable.

C. Nutrition Services Non-Sufficient Fund (NSF) Check Policy and Procedure

NSF checks include any check written to pay for student meals and returned to Nutrition Services from the bank stating that the check has not been paid. This can happen for insufficient funds, closed account, stop payment, etc. The intended amount of the check will be subtracted from the student's account upon receipt of the returned check from the bank, along with a processing fee of \$10. If this causes the student's meal account to become negative, the student may not be able to charge a meal and may be offered the alternate meal. Nutrition Services will attempt to contact the parent/guardian by phone the same day the check is removed from the student's account. The parent/guardian will be notified of the new account balance. In order for the student to purchase a meal, the parent/guardian must pay the processing fee and deposit additional funds to bring the student's account to an adequate amount to cover the cost of the meal. After two NSF checks are received from the parent/guardian, Nutrition Services will NOT accept checks from this parent/guardian for the remainder of the school year. The parent/guardian must pay in cash at the school or by credit card or debit card online. The parent/guardian may write checks the following school year.

D. Dietary, Cultural, or Religious Food Restrictions Policy

Medical Food Restrictions

1. Prior to the student's first day of school, parents/guardians should work with their child's physician to fill out the Diet Modification Request form, which is available at the Nutrition Services Department office, or online at www.lyoncsd.org under the Nutrition Services tab.
2. The form must include a physician's statement which identifies whether it is a disability, explain the dietary restrictions, and provide suggestions for substitutions. The form must be updated annually and kept on file in the district Nutrition Services office, located on the Fernley Intermediate School campus.
3. Nutrition Services will make reasonable accommodation for students with dietary restrictions defined as a disability and/or Anaphylactic Food Allergy.
4. Nutrition Services may choose to make reasonable food substitutions, at their discretion, for individual students who do not have a disability, but who are medically certified as having a special medical or dietary need. Determinations are made on a case-by-case basis.
5. Please note:
 - a. 1. When a food allergen that is not one of the eight major food allergens and is listed on the ingredient list as 2% or less, this food will be allowed. (for example: Garlic is listed as 2% or less on the ingredient list, thus garlic is not listed as an allergen for that food)
 - b. 2. The FDA exempts highly refined soybean oil from being labeled as an allergen. Studies show most individuals with a soy allergy can safely eat highly refined soy oil and soy lecithin. Thus, LCSD Nutrition Services allows soy oil and soy lecithin in the soy allergen diets.

6. Students with lactose intolerance or a non-life threatening milk allergy: no other beverage can be substituted for milk except a lactose-free beverage that meets the nutritional requirements of milk.
7. Since some accommodations are prepared only upon request, students (or parents/guardians) should notify the kitchen manager/staff in the morning by 9:00 am if the students will purchase a school lunch to allow time to have the substitute items available.
8. To promote a smooth transition from one school year to the next, Nutrition Services encourages early submission of dietary request forms. All dietary request forms received by Nutrition Services in the current school year will expire on June 30th of the current school year. Reasonable accommodations for the next school year cannot be made until the new form is approved.
9. Nutrition Services needs to be notified in writing by the parent/guardian if a child no longer needs dietary accommodations.

Religious and/or Cultural Food Restrictions

- If there is no known allergy, food intolerance or disability, but the parent/guardian requests that a specific food be eliminated for religious/cultural reasons the parent/guardian may notify Nutrition Services in writing of the food restrictions. Determinations are made on a case-by-case basis.

It is LCSD's expectation that parents/guardians will exercise their responsibilities to educate their children with respect to food restrictions. Parents/Guardians are also encouraged to teach their children to ask cafeteria staff to identify any food items that the children cannot identify.