

# KANKAKEE VALLEY FOOD SERVICE

## **POLICIES AND PROCEDURES**

### **BREAKFAST**

All schools in the Kankakee Valley School District participate in the National School Breakfast Program. This school year, KVSC will participate in Universal Free Breakfast for all students. The KVSC Food Service Department covers breakfast at all KVSC schools at no cost to the student.

### **LUNCH**

All schools in the Kankakee Valley School District participate in the National School Lunch Program. Lunch prices for each school are as follows: Elementary and Intermediate Schools \$2.75, Middle School \$2.85, and High School \$2.95.

### **A LA CARTE**

A la carte items are extra items that we sell. A la carte items are priced separately from the meal. They are not part of the meal. The number of a la carte items varies at each school. All schools serve extra milk a la carte at 50 cents per carton. The older the students are, the more a la carte items there are to choose from. Students receiving free or reduced-priced meals must pay full price for ala carte items. All a la carte items are cash only, students are not able to use their lunch accounts.

### **PREPAYMENTS/DEPOSITS**

Prepayments can be made by sending cash or a check to school with your student. Please make sure to include the student's name. Deposits can be made online at <https://payments.efundsforschools.com/v3/districts/55568>. Payments will be posted to the student's account in as little as 20 minutes. Discover, MasterCard, and Visa credit and debit cards are accepted. There is a fee for online deposits.

## **ACCOUNT BALANCES**

Any remaining balances in accounts at the end of the school year will stay in the student's account and will be available for use the next school year, as long as they stay in the KV school system. Anyone leaving the school system may have the money in their account refunded. Parents, not students, need to call the Food Service Department to make the request. The cashier cannot refund a balance, we are not able to refund money to students. Parents must give a forwarding address. The KVSC Food Service Department will generate the check and mail it to the parent.

## **SENIOR END-OF-THE-SCHOOL-YEAR BALANCES**

Parents, not students, need to call the Food Service Department if your senior has a balance left in their account at the end of the school year. You can transfer the balance to any siblings still enrolled at KVSC, you can request a refund, or donate it to our Angel Fund. A check will be generated by the KVSC Food Service Department and mailed to the parent approximately 2-4 weeks after the request. (Balances not claimed within 6 weeks after emails are sent out will be donated to our Angel Fund, which is used to cover the cost of meals for students who do not have available funds.

## **CHARGING**

Meal Charging is not encouraged, but we understand it may be necessary on occasion. No ala carte items or second entrees may be charged, and no adult meals may be charged. All meal charges must be repaid in full. Funds may be transferred between students sharing the same household to satisfy charges. Negative balances cannot be carried over to the next school year and may be given to Collections on June 30<sup>th</sup> for further processing. To ensure students do not go hungry, they may be permitted to charge up to 3 meals. KVSC Food Services will never deny a student a meal!

### **Notification Steps for Negative Accounts:**

- Students arriving in the meal service line shall be provided a meal regardless of the balance of their meal account.
- Prior to the meal charge, the cashier will inquire if the student has funds for the meal. Possibly left in the classroom, locker, or book bag.
- For each meal charge, the cashier will verbally remind the student to ask the parent or guardian to "Please send lunch money."
- Negative balance letters will be emailed and sent home with the student.
- Phone calls and negative balance emails may be utilized until payment is received.
- Negative accounts may be sent to the building principal and/or KVSC Food Service Department to contact the parent/guardian.
- **If no response is received from the parent/guardian after a student has reached the 3-meal limit other school officials may be requested to conduct a home visit.**

# NUTRITIONAL GUIDELINES

All schools offer the National School Lunch Program and National School Breakfast Program.

KVSC menus meet state and federal requirements based on USDA Dietary Guidelines. No more than 35% of calories are from fat, and less than 10% are from saturated fat. There are no trans fats except for naturally occurring trace amounts.

## The National School Lunch consists of 5 components:

1. **Meat/Meat Alternate**—1 oz. minimum required daily. Grades K-5 receive 8-10 oz. weekly, grades 6-8 receive 9-10 oz. weekly, and grades 9-12 receive 10-12 oz. weekly.
2. **Grains/Breads**— Minimum of 1 oz. serving per day. Grades K-5 receive 8-9 oz. weekly, grades 6-8 receive 8-10 oz. weekly, and grades 9-12 receive 10-12 oz. weekly. Starchy vegetables such as corn or potatoes are not considered to be in this group. At least 80% of the weekly offerings will be Whole grain-rich products.
3. **Vegetables**—Required  $\frac{3}{4}$  cup per lunch for grades K-8 and 1 cup per lunch for grades 9-12. Note that we do not use the Diabetic Diet Exchange List, so vegetables can be either starchy or non-starchy. Weekly vegetable sub-group requirements include Dark Green, Red/Orange, Bean/Legumes, Starchy, and other.
4. **Fruit**—A minimum of  $\frac{1}{2}$  cup per day. One cup is offered to all grade levels. 100% Juice is offered each day as a fruit choice for grades 6-12.
5. **Milk**— One  $\frac{1}{2}$  pint serving per lunch. Flavored and unflavored milk will not exceed 1% fat content.

All students are required to take a full  $\frac{1}{2}$  cup serving of a fruit or vegetable as one component at lunch and breakfast.

**Entrees**—At the Elementary school, one entree is menued daily, and one alternate is offered daily. At the Middle School and High School, one entree is menued daily, and multiple alternates are offered daily.

**Offer vs. Serve** is observed at all schools. To be considered a reimbursable meal, students may choose no less than 3 of the 5 food components from the menu at lunch, one of which is a fruit or vegetable, and 3 food items from the menu at breakfast, one of which is a fruit or juice. K-12 students are encouraged to take all components offered in the meal, but they are not required to.

### **Nutritional Analysis:**

1. At the elementary level, menus are nutritionally analyzed as if a student ate the entire meal. At the Secondary level, there are several choices of items the students may take, making it difficult to balance every meal. Those menus are analyzed by weighted averages based on the total foods actually eaten.
2. Nutritional Analysis reports of all reimbursable lunch menus are printed out and given to all KVSC Food Service Managers and Nurses in each school building.
  - A. Nutritional Analysis reports are also made available to parents of students with special dietary needs upon request.
  - B. School Nurses assist students with special dietary needs using nutritional analysis.

### **Nutrition Standards for Foods and Beverages Sold in Schools:**

Any food sold in school must:

- Be a whole grain-rich product or
- Have as the first ingredient a fruit, vegetable, dairy product, or a protein food or
- Be a combination food that contains at least 1/4 cup of fruit and/or vegetable or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (Calcium, potassium, Vitamin D or dietary fiber)

### **Foods must also meet several nutrient requirements:**

Calorie limits

- Snack items:
- Entree items:

Sodium limits

- Snack items:
- Entree items:

Fat limits

- Total fat:
- Saturated fat:
- Trans Fat: zero grams

Sugar limits

**All schools may sell the following beverages:**

- Plain water (with or without carbonation)
- Unflavored and flavored low-fat milk (1%)
- Unflavored fat-free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice, and 100% fruit or vegetable juice diluted with water (with or without carbonation) and no added sweeteners

Elementary schools may sell up to 8-ounce portions of milk and juice, while middle and high schools may sell up to 12-ounce portions. Plain water has no portion size limit. Beyond this, the standards allow additional "no-calorie" and "lower-calorie" beverage options for high school students.

**Nutrition Education:**

1. The KV School Corporation Wellness Policy was updated in 2023 and is available on the website at [kv.k12.in.us](http://kv.k12.in.us)
2. Food Service Directors and Managers are trained at workshops, seminars, and at regular Manager's Meetings.
3. All Food Service staff are trained to be certified food handlers.

\*The USDA is an equal opportunity provider and employer.

## NUTRITION AND FOOD SAFETY LINKS

Menus are analyzed using the HPS software program. You may contact the School Nurse, Food Service Manager, or the Food Service Director with any questions you might have.

Our menus are based on the Dietary Guidelines [DOE: Nutrition](#) for Americans and the My Plate <https://www.myplate.gov/>.

All of our Food Service Managers must pass the ServSafe Sanitation Course sponsored by the Indiana Department of Education shortly after being hired. The Jasper County Department of Health inspects our schools twice each school year.

### Other Related Links:

USDA Foods in School

<https://www.fns.usda.gov/usda-fis>

Hoosier Healthwise Health Insurance

<https://www.in.gov/fssa/omp>

Kids Health

<https://www.kidshealth.org/>

Children with Diabetes

<https://childrenwithdiabetes.com/>

Food and Nutrition Information

<https://schoolnutrition.org/>

Indiana Dietetics Association

<https://www.eatrightin.org/>

American Dietetic Association

<https://www.dietitian.com/>

## **Non-Discrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400  
Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

\*This institution is an equal opportunity provider.