

IB: Food Service Program

The District participates in the National School Breakfast, Lunch, and Milk Program. As a participant in these programs, the District assures compliance with the following requirements:

- The District shall only claim meal reimbursement for meals in which documentation is available.
- The District shall determine eligibility for free and reduced lunches for students not categorically eligible in accordance with current Income Eligibility Guidelines.
- The District shall disseminate applications for free and reduced-priced meals before the start of the school year when possible or within the first week of school. Students who enroll later in the school year shall receive an application at the time of enrollment. The District shall use the Department of Public Instruction application form for free and reduced-priced meals.
- In accordance with federal law and the U.S. Department of Agriculture Policy, the District shall not discriminate on the basis of race, color, national origin, sex, age, or disability. Individuals may file a complaint of discrimination with the USDA Director at the Office of Civil Rights in Washington, D.C.
- The names of participants for which free or reduced-priced meals may be claimed shall not be published, posted, or announced in any manner and there shall be no overt identification of any such participants by any means. To this end, the District shall establish a system of school meal payment tracking that does not overtly identify any student as receiving a free or reduced-price meal/milk.
- The District shall comply with the eligibility appeals procedure contained in 7 CFR 245.7.
- The District shall submit any substantive amendments of this policy to the Department of Public Instruction prior to implementation. Such changes shall only become effective upon DPI approval.
- The District may elect to participate in Provision 2 of this program where the district pays for all the lunches of students whether they are eligible or not. In this instance, the district will not collect applications for free and reduced-priced meals on an annual basis. The District must receive permission from DPI to participate in Provision 2 and comply with the additional requirements necessary.

The Board designates the Superintendent as the individual responsible for determining eligibility for purposes of claiming free and reduced priced meals.

Training

The District shall comply with requirements in state law related to training food service personnel.

Serving Meals to Adults

The District shall comply with DPI guidance and requirements with regard to serving meals to adults. The providing of meals to adult employees is incidental to the purpose of the Food Service Program and is only offered as a matter of convenience. The total cost of providing such adult meals including the cost of federally donated food commodities must, therefore, be reimbursed to the Food Service Program as required by state and federal regulation. To satisfy this requirement, adult meals served by the Food Service will be sold for a price above the cost of the highest student meal price which will meet or exceed the minimum set by the federal government.

Management

The District shall comply with all regulations regarding the keeping of account and records and the making of reports prescribed by the DPI. Such accounts and records shall be available at all times for inspection and audit by authorized officials and shall be preserved for a period as specified by the Department of Public Instruction. The board will annually set elementary and secondary adult lunch prices, or run a free meal program, so as to maintain the food service program as a non-profit service while fiscally independent of the general fund.