

**Willmar Public Schools
FOOD AND NUTRITION SERVICES (FNS)**

TITLE: GUEST MEALS

POLICY: All meals served to students and adults who are not enrolled in the school district shall be charged at the guest rate.

PROCEDURES:

Guest Lunch Meals will be charged as follows:

1. Adult Guest: \$5.05 for lunch - for anyone not enrolled in a school district.
2. College Student Guest: \$5.05 for lunch – we cannot be reimbursed for these meals as they are not enrolled in the school district.
3. Secondary Student Guest: \$0 for lunch – list their name and school district on the Cashier Reconciliation Sheet.
4. Elementary Student Guest: \$0 for lunch – list their name and school district on the Cashier Reconciliation Sheet.
5. Children ≤5 years of age (non K-12) Guest: \$5.05 for lunch or charge ala carte prices – list their name and sibling's PIN number on the Cashier Reconciliation Sheet.

Guest Breakfast Meals will be charged as follows:

1. Adult, College Students, and Non-K-12 Children ≤5 years of age: \$2.50 for Breakfast Meal.
2. Elementary/Secondary Student Guest: \$0.00 for breakfast meal- list their name and school district on the Cashier Reconciliation Sheet.

For all Guest Meals rung into a student's account, the Cashier needs to write the Full name of the person eating the meal (i.e. Ann Smith's Mother and Sister) and the meal will be charged to the student's account if sufficient funds are available or the meal may be paid for via cash transaction.

Students who are enrolled in one school but are visiting another school district (and whose benefit status is undocumented) can be charged the student meal price and claimed as paid. If there is an agreement among school districts and benefit status is documented, the visiting student may be charged and claimed in accordance with his or her benefit status. Students and/or siblings who are not enrolled in any school must be charged the adult meal price.

A parent/guardian/adult cannot eat any portion of a child's meal. The parent/guardian/adult cannot receive the child's free lunch or breakfast, intended for the child's use, and consume. A child who brings a home lunch is able to receive all or part of the lunch meal as long as it contains required portions for a reimbursable meal. The parent/guardian is not allowed to eat any portion of these items.

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, audiotape, 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 online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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

This institution is an equal opportunity provider.

Updated March 2006, September 2007, September 2010, August 2013, August 2014, August 2015, November 2017, November 2018, March 2020, August 2020, August 2021, August 2022, October 2023