EE - Food Services Management

Current BOE Policy

(See EBBD)

A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year. Access to this policy will be provided to parents or guardians when they receive information regarding eligibility and applying for free or reduced price meals.

Unpaid Meal Charges

There will be no charge account established for students paying full or reduced price for meals provided by the district. Therefore, once the student's lunch account has been depleted below the purchase price of the student's portion of any meal or a la carte food item, the student will have insufficient funds to obtain additional school meals or a la carte food items until additional funds have been provided for this purpose.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals or to purchase food items that would result in a negative food account balance. However, such students will be allowed to purchase a meal or food item if the student pays for the meal or item when it is received. Students who have insufficient funds to purchase additional food in their account and cannot pay out of pocket for a meal will be

provided an alternate meal, which may consist of a peanut butter, peanut butter alternative, or cheese sandwich or cereal and milk.

A written low-balance reminder will be sent to the student's parent or guardian when the student's account balance falls below $5.00. In the event a student's meal account has insufficient funds to purchase additional food items, written communication with information on the free/reduced application for consideration will be sent to the parent or guardian requesting payment.

While it is not the district's policy to allow a student's lunch account to incur a negative balance, if the child qualifies for the free or reduced-price meals and a negative balance exists, the negative balance will require payment per federal guidelines. Parents or guardians may send lunches with the student from home, but the negative balance will require payment.

If payment of any negative balance is not received within ten working days, the debt will be turned over to the superintendent or superintendent's designee for collection per board policy DP. If the debt is not paid within twenty days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Balances will be maintained in Mosaic, PowerSchool, and www.MySchoolBucks.com. Payments for school meals may be made at the school or online at www.myschoolbucks.com. Students, parents, or guardians of students are encouraged to prepay meal costs.

The district will provide a copy of account balances and the meal charge policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer.

The terms of this policy will be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained

BOE Approved: July 7, 2003

BOE Reviewed and Approved: June 15, 2009

BOE Reviewed and Approved: April 24, 2017

BOE Revised and Approved: April 21, 2017

BOE Revised and Approved: September 21, 2017

BOE Revised and Approved: June 18, 2022

BOE Approved KASB Recommendation: December 19, 2022

BOE Approved KASB Recommendation: November 18, 2024

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Recommended Policy Changes by District

(See EBBD)

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