Food Services Management EE

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

Sanitation Inspections

The building principal or designee 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 assistant superintendent of Business and Finance 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

Any changes in 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.

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than $5 worth of meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. Students who have

charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of cereal and milk.

At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 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 Power School and My School Bucks. Payments for school meals may be made at the school or online at www.myschoolbucks.com. Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges 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 also 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: August 21, 2017

BOE Revised and Approved: September 21, 2017

Proposed Change

Unpaid Meal Charges

Meal accounts will not be allowed to fall below $0.00. Charging of a la carte or extra items will not be permitted. Students who cannot pay for a meal will be provided an alternate alternative food items for breakfast or lunch. When a child is not provided a meal by their parent or guardian on a regular basis, they may be considered a child in need of care which may result in a referral to the Department of Children and Family Services (DCF).

Written low-balance reminders will be sent to households when account balances fall below $5.00. In the event that a student meal account incurs a negative balance, the superintendent and the director of food service will develop a procedure for the collection of money.

These procedures will include written communication to parents or guardians. Part of the procedure will be to provide the parent or guardian with a free/reduced lunch application for them to complete to determine if they would qualify for the free or reduced-priced meals. If the child qualifies for the free or reduced-price meals, the negative balance will require payment per federal guidelines. Parents or guardians can send lunches with the student, but the negative balance will require payment. If payment of the 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 JS. If the debt is not paid within twenty days of mailing the final notice of the negative account balance under policy JS, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Balances will be maintained in Power School 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 charges 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.