

Disclaimer:

The portion of this policy regarding Food Service for District Employees is for informational purposes only. If you have questions about taxable fringe benefits and how this applies to your district employees, please contact your district tax advisor or legal counsel.

Food Services

The District supports the philosophy of the National School Lunch and Breakfast Programs and shall provide wholesome, appetizing and nutritious meals for children in the District's schools. Because of potential liability to the District, the foodservices program shall not accept donations of food without the approval of the Board. Should the Board approve a food donation, the Superintendent shall establish inspection and handling procedures for the food and determine that the provisions of all state and local laws have been met before selling the food as part of the school meals.

Commodities

The District shall use food commodities made available under the Federal Food Commodity Program for school meals.

Qualifications of School Foodservice Staff

Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a foodservice program, continuing professional development opportunities may be provided to select District nutrition professionals. These development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility.

Free and Reduced Price Food Services

The District shall provide free and reduced price meals to students according to the terms of the National School Lunch and Breakfast Programs and the laws, rules and regulations of the state. The District shall inform parents of the eligibility standards for free or reduced price meals. Identity of students receiving free or reduced price meals will be confidential in accordance with the guidelines for the National School Lunch and Breakfast Programs. Applications are available in the District Office. A parent has the right to appeal any decision with respect to his/her application for free or reduced price food services to a designated hearing official. Free and Reduced applications must be filed each year (if you qualified last year, you must resubmit an application or your status will revert back to full pay status.) Periodically households will be asked to verify information on file. In applying guidelines, school food authorities may consider

both the income of the family during the past twelve (12) months and the family's current rate of income to determine which is the better indicator of the need for free and reduced price meals; provided, however, that children whose parents or guardians become unemployed shall be eligible for free or reduced price meals and free milk (milk with a cold lunch must be paid for even if a hot lunch is free) during the period of unemployment, if the loss of income causes the family income to be within the eligibility criteria of the school food authority.

The Board may establish programs whereby meals may be provided in the District in accordance with guidelines for the National School Lunch and Breakfast Programs.

The amount charged for such meals shall be sufficient to cover all costs of the meals, including preparation labor, food costs, handling costs, utility costs, and equipment depreciation costs.

Every effort is to be made to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, the availability of school meals to all students will be promoted and electronic identification of students and payment systems utilized where feasible.

Summer Food Service Program

If more than 50 percent of a school's students are eligible for free or reduced-price school meals, that school will consider sponsoring the Summer Food Service Program for at least six weeks between the last day of the academic school year and the first day of the following school year.

Food Service for District Employees

District employees may purchase meals through the District's food service program. District employees should not receive any free or reduced meal through the District's food service program. Any free or reduced meal to an employee will be considered a taxable fringe benefit to the employee receiving the free or reduced meal. This taxable fringe benefit will be in addition to the employee's salary and will be reported on the individual employee's W-4.

No Charge Policy

The computer system for student meal accounting requires that all meals must be paid for in advance. It is important that this policy be followed so we can account for all meals served in the food service program efficiently and accurately. It is the schools policy not to deny any student a meal within certain guidelines.

If a student forgets their money for one day, they should check with the lunch director at the beginning of school and he/she will give a charge pass for that one day. The student is expected to reimburse for the charge pass the next morning. Secondary students will not be allowed any grace period, elementary student who do not have a balance in their account, will be allowed to have a credit balance for two or three school days. After five unpaid days, students will need to bring a cold lunch. Reminder slips will be given to the student. It is the student's responsibility to take the reminder slips home. Students who abuse the exceptions guidelines will be denied all meals. Students with a negative balance will not receive grades at the end of each quarter.

Payment Policy

Payments can be made in any amount. Drop boxes for checks (the preferred method of payment) are available in the District and Business offices. No cash will be taken in the lunch room. If cash must be used for payment please give to a teacher or District Secretary. Student meal accounts will operate like bank accounts: Payments will be debits on their account; meals served will be credits to the account. Periodically, statements will be sent home for parent or guardian review. For account inquiries call the Business Office at 382-4227. Payment by check can be mailed to the District Office or Business Office. All payments must specify “the name of the student” and indicate “for Meal Account”. Parents or guardians who do not authorize their child to purchase ala carte items on account must notify the school in writing and attach to a prepaid meal payment.

Each prepayment check of \$25.00 or more, will receive a 10% bonus posted to the students account specified. Bonus money can be used for meals or ala carte items but will not be refunded as cash. Bonus does not apply if an account is in credit status.

Please deposit money in meal accounts by the week or month in one of the lock boxes or the Business Office before school on the first day of the week or month applying. Occasional eaters may pay at the lunch room door at time of eating.

Legal Reference: 42 U.S.C. 1751 et seq. National School Lunch Act

Policy History:

Adopted on: 7/15/09

Revised on: 3/15/11