

Food Services Management

EE

(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 or 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

Purpose: The goal of the district is to provide students with healthy meals each day. However, unpaid charges place a financial burden on our Food Service Department. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the district. The provisions of this policy pertain to all meal price points, including reduced and full pay breakfasts and lunches.

Policy: Students will pay for meals at the district's published standard rate each day. Students may pay for meals daily, weekly, monthly or apply any amount of money to their food service account. When an individual's account is nearing a zero balance they will be informed via mail, email, text message or

whatever form of communication is deemed best between that parent and the district. Once an account reaches a zero balance it is the decision of the board that 5 meal charges may be used before an alternate meal is provided by the district. The alternate meal will consist of a sandwich of the cooks choice, piece of fruit, and a carton of milk. The designated meal will be charged to the students account at the rate of a standard meal. Deposits will be expected within a reasonable timeframe. Any deposit not made by the end of the school term or upon leaving the district will be considered a bad debt. When a deposit large enough to cover any outstanding balance has been made to the students account, they may sign up for any regular menu choice. A student will be allowed to purchase a meal if the student pays for the meal when it is received.

There will be no charging allowed for a la carte or extra milk items.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

If a hardship case is suspected staff will remind families that meal applications may be filled out at any time during the year.

Food Services Management

EE-2

At least one verbal and one written warning shall be provided to a student and the student's parent or guardian prior to denying meals for exceeding the district's charge limit. Access to this policy will be provided to the student's parent or guardian with the written warning. 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.

Payments for school meals may be made at the school or district office, or at the point of service of school meals. 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, a copy of the policy will be posted in district meal service facilities, and the policy will be made available on the district's website and social media accounts. Records of how and when it is communicated to households and staff will be retained.

Approved:

KASB Recommendation - 4/07; 12/16; 6/21; 12/23; 6/24

APPROVED
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Board of Education
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