

## **EE   Food Services Management**

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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.

### **Unpaid Meal Charges**

The district's meal charging requirements are as follows:

### **Procedures**

General guidelines for working with parents/guardians:

1. Always work in a proactive fashion.
2. Make sure the principal or designee communicates with school officials prior to visiting with parents.

3. All monies received from students/parents will be entered into Skyward by 11:00 a.m. on a daily basis by the building level staff.

**Delinquent meal accounts \$0-24.99****Building level duties:**

1. All monies received from students/parents will be entered into Skyward by 11:00 a.m. on a daily basis
2. Principals can assist by monitoring CHRONIC delinquent accounts.

**Food Service Department duties:**

1. Account balances will be checked PRIOR to making payer contact after 11:15 a.m.
  - a. Food Service will call or visit face to face with the parents about the balance 2 times. (one time may be a voicemail or answering machine message)
  - b. Document the contact. (i.e. Left message at 000-0000, on (date) at (time))
  - c. Written notification via a form letter should be sent as a last resort if voice contact cannot be made.
  - d. Payers should be given 3 business days to get the funds into the school after voice/letter contact has been made before attempting contact again.

**Delinquent meal account of \$25.00-\$34.99** \*Alternative meal is a sack lunch consisting of a peanut butter and jelly sandwich (PB&J), serving of fruit, and milk.

**Building level duties:**

The principal will attempt to contact the person on school grounds, email, call or voice message contact. Document the contact.

**Food Service Department duties:**

1. Email the principal about the account balance. The principal shall confirm that all fund accounts are up to date.
2. Food Service Department will attempt to make 1 more verbal contact.
  - a. If verbal contact was made, parents will be notified that the delinquency has caused their student(s) to be served an alternative meal\* for 3 business days unless the account balance is brought up to a positive balance immediately.
  - b. If no verbal contact is made, a letter will be sent notifying the parent stating the same content and an alternative meal\* will be serviced to their student starting on (list a date) unless the account balance is brought up to a positive balance immediately.

Delinquent meal accounts of \$35+

Food Service Department duties:

1. Food Service will contact the board clerk with all the pertinent information about the account balance and contact attempts.
2. Notify the board clerk that payment has been paid.

Central Office duties:

1. The central office will make contact with the payer.
2. Central office will email the school stating that they have taken over the collection process pursuant to board policy DP.
3. 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.
4. Central office will email the schools of any payer that cannot write checks to the district.
5. School Social Worker, SRO, DCR or county attorney may need to be informed of a potential CINC.

Building duties:

1. Notify the board clerk that payment has been made.
2. The principal/secretary will attempt to contact the person on school grounds, email, call or voice message. Document the contact.

Payments for school meals may be made at the school or district office. 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.

Approved: 7/10/17

KASB Recommendation - 4/07; 12/16; 7/17