

## **EE 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 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

## **USD 289 Policy on food charges**

The following provisions apply to students paying full or reduced prices for meals at school.

~~WES—~~

~~When an elementary student lunch account gets below \$10.00, Power Announcement will make contact with a parent or guardian of the student to provide notice the child has a low balance. Students with accounts that fall below \$10.00 will NOT be allowed to charge a breakfast. The child will be sent to the office. That child will, however, be allowed to charge lunch. Once an elementary student has reached a delinquent account of \$20.00, a phone call will be made by the Food Service Director to the student's parent or guardian stating that, unless payment is made on the child's account, the child will need to bring a sack lunch the following day or be served a cheese sandwich and milk by the school cafeteria. (A cheese sandwich, milk and piece of fruit will be delivered to the school office and picked up by the student prior to the lunch period that day.) Parents are encouraged to call the Food Service Director in the event of extenuating circumstances when payment cannot be made. Exceptions will also be made if authorized by a principal.~~

~~MS & WHS~~

When a ~~MS or HS~~ student's lunch account gets below \$10.00, a Power Announcement will make contact with the parent or guardian of the student to provide notice the child has a low balance. Once the ~~MS or HS~~ student has reached a delinquent account of -\$20.00, ~~the student will be DENIED breakfast and lunch.~~ a phone call will be made by the Food Service Director to a parent or guardian stating that, unless payment is made on the child's account, the child will need to bring a sack lunch the following day or be served a ~~cheese sandwich and milk by the school cafeteria.~~ (A cheese sandwich, milk and a piece of fruit will be delivered to the school office & picked up by the student prior to the lunch period that day.) Parents are encouraged to call the Food Service Director in the event of extenuating circumstances when payment cannot be made. Exceptions will also be made if authorized by a principal.

Lunch payments will be updated and placed in the student's account within 48 hours. 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 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.

Approved:

KASB Recommendation - 4/07; 12/16; 6/17

