

USD 257 Food Service Policies and Procedures

It has been proven that students need good nutrition to feed their minds and bodies, which enables them to learn while in school. Our goal is to provide a high quality, well balanced meal which is appealing to student's tastes, and meets the guidelines of the National School Lunch Program.

1. Purpose

The purpose of this policy is to establish consistent meal procedures throughout USD 257. The goals of the policy are:

- a. To treat all students with respect in the serving line regarding meal accounts regardless of the student's eligibility status;
- b. To establish policies that are age appropriate;
- c. To encourage the parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student;
- d. To establish a consistent district policy regarding overdrawn accounts and collection of negative balances.

2. Unpaid Meals or Overdrawn Meal Accounts

Meal charges are for emergency use only and are designed to cover situations when parents or students forget to bring or provide funds for meals. USD 257 shall follow the guidelines below for unpaid meals for the designated school/grade level group.

A. Pre-K through 8th

- Anytime a student does not have enough money to purchase a meal, the student will receive the meal of his/her choice until such time that the student attempts to make a purchase that would result in an account balance that would exceed the -\$25.00 balance. The parent/guardian will be notified verbally and in writing of the negative account balance.

-For any meal purchase where the account would result in a charge of -\$25.00, the student will receive a nutritious replacement meal (documented food allergies will be accommodated). An example of a replacement meal could be peanut butter or cheese sandwich and low fat milk. A phone call to the parent/guardian will be made the afternoon prior to the student receiving the replacement meal.

B. 9th through 12th

-The parent/guardian will be notified verbally and in writing of the negative account balance. The student will receive the meal of his/her choice until such time that the account balance would exceed the -\$25.00 limit.

-No alternate meal will be provided at Iola High School.

-If a student has a negative balance they may be denied participation at end of the year activities such as prom and graduation ceremonies.

C. All Students

- Secretaries of all schools will check balances of students. Any student with a negative balance will be issued a letter to take home with the negative balance throughout the week.
- The DNS will send letters from the DO through the mail weekly.
- School messenger sends out negative balance reminder phone calls every Thursday around 6:00pm.
- School messenger sends out negative balance reminder e-mails every day.
- A phone call will be made to the parent/guardian the afternoon prior to a student receiving an alternate meal.
- In repeated instances of any student not having funds to cover his/her meals, the parent/guardian shall be provided with information on the application process for Free and Reduced Meals.
- An unpaid food service balance will follow a student from Pre-K through High School.

D. Adults

- We have a no charge policy for adults.

3. *Delegation of Authority regarding Unpaid Balances.*

- When the DNS determines the negative balance is uncollectable (after at least 3 consecutive notifications) the business manager will be notified and the negative balance may be sent to the Kansas set-off program.
- If you have a large unpaid balance and you feel that it would be better to spread your payment out, please call the DO at 620-365-4700 and we will work with you to set up a payment plan.

Meal Payment Prices 2017-2018

Meal Prices				
Breakfast			Lunch	
Schools	Full Pay	Reduced	Full Pay	Reduced
Elementary	\$2.00	\$0.30	\$2.70	\$0.40
Middle	\$2.00	\$0.30	\$2.85	\$0.40
High	\$2.00	\$0.30	\$2.95	\$0.40
Adult	\$2.50		\$3.75	
Ex. Milk	\$0.50			

A la Carte

USD 257 will offer an a la carte line at the High School and Middle School. A la carte will be **CASH** only. Milk purchased at K-8th grade may be charged to the students account. No student will be allowed to charge a la carte. No student will be able to get a la carte if they have a negative balance.

Cafeteria Guidelines

All schools in USD 257 have a closed lunch hour. Students will remain at the school through meal periods. Students are not to drive or ride in a vehicle without permission from the office. Students are not to leave the cafeteria during lunch.

Breakfast and lunch will be eaten in the cafeteria. A grab and go option is also available at the High School and Middle School. Lunch may be purchased from the lunch program or brought from home. Milk or water may be purchased to supplement lunches brought from home.

Well-balanced meals are available in the cafeteria each day. Breakfast and lunches may be purchased at the approved rate.

Free and reduced-price meals shall be provided for students who qualify under state and federal guidelines. The eligible forms, rules and regulations governing the program, shall be provided on-line at enrollment or a paper copy will be available at the District Office or at each school.

Special dietary needs will be met only upon written order from a physician.

Free and Reduced Meal

Free and reduced-price meals shall be provided for students who qualify under state and federal guidelines. The eligible forms, rules and regulations governing the program, shall be provided on-line at enrollment or a paper copy will be available at the District Office or at each school. Applications are available all year.

Any FAMILY who chooses, may complete an application beginning July 1 of each school year and return it to the District Office or your school after classes start in August, or anytime during the year if your situation changes. All household information should be on one application. There is no need for one at each school unless your students are foster children. Incomplete applications cannot be determined and only delay the process. All applicants will receive written notification of their family status along with instructions for appealing the decision. All information will remain confidential.

Each year there will be a 30 day carry-over for approved applications from the year prior. If a new application isn't filled out the student's status will become full pay until a new application is filled out.

Any family may submit an application for Free and Reduced Meals at any time during the year. Go to <http://www.usd257.org/foodservice> to print out a form. Incomplete applications can't be accepted, so be sure to fill out all required information.

E-funds School Pay

Meals may be purchased online by electronic check or a credit/debit card for a small convenience fee. Lunch account numbers may be obtained from the school secretary or the District Office by calling 365-4700. PowerSchool offers parents the ability to see daily transactions on meal accounts and low balances.

Parents will be able to insure that your student receives a meal each day by closely monitoring the dates you purchase his/her meals and responding to the reminders immediately.

Copies of the monthly breakfast and lunch menus are available online or in your school office.

E-mail notices will be set to notify parents when meal balances become low.

A phone message through School Messenger will be placed when a student's balance becomes negative

Food Intolerances, Allergies or Disabilities

Food intolerances or allergies can be life threatening and the risk of accidental exposure can be reduced in the school setting by working with students, parents and the physician to minimize the risk. Each year, parents **must** provide the school an updated doctor's statement before appropriate alternatives can be made. The forms are available through the District Office, or by calling your child's school office.

Meal Accounts

Account deposits can be made each morning before 9:00 am by the school secretary. Students may deposit any amount in their account. All school accounts are individual and must be purchased for each child. Iola High School students will be responsible to know their own lunch account number to access their meal accounts.

Meal Charges

Students of USD 257 will be allowed to charge up to a -\$25.00 balance.

Refunds

Refunds will be available only upon request. Please contact the Board of Education Office at 620-365-4702. All refunds will be distributed through the Board of Education Office.

Verification of Household Income

Each year we must randomly select households to verify income. This is required by the United States Department of Agriculture. Each year we are required to make sure that only eligible children receive free or reduced priced meal benefits. Therefore, a sample of applications will be selected to be verified. Selected households must show information and /or documents, which prove they are eligible for free or reduced meals.

Visitors

We welcome parents to eat with their children. We encourage your suggestions and are dedicated to improving our service. Please call the school before 9:00 am the day you wish to eat so your name may be placed in the meal count for the day.