

FOOD SERVICE PROGRAM

The District participates in the National School Breakfast, Lunch, and Milk Program. As a participant in these programs, the District assures compliance with the following requirements:

1. The District shall only claim meal reimbursement for meals in which documentation is available.
2. The District shall determine eligibility for free and reduced lunches for students not categorically eligible in accordance with current Income Eligibility Guidelines.
3. The District shall disseminate applications for free and reduced-priced meals before the start of the school year when possible or within the first week of school. Students who enroll later in the school year shall receive an application at the time of enrollment. The District shall use the Department of Public Instruction (DPI) application form for free and reduced-priced meals.
4. In accordance with federal law and the U.S. Department of Agriculture Policy, the District shall not discriminate on the basis of race, color, national origin, sex, age, disability or other status protected by law. Individuals may file a complaint of discrimination with the USDA Director at the Office of Civil Rights in Washington, D.C.
5. The names of participants for which free or reduced-priced meals may be claimed shall not be published, posted, or announced in any manner and there shall be no overt identification of any such participants by any means. To this end, the District shall establish a system of school meal payment tracking that does not overtly identify any student as receiving a free or reduced price meal/milk.
6. The District shall comply with the eligibility appeals procedure contained in 7 CFR 245.7.
7. The District shall submit any substantive amendments of this policy to the DPI prior to implementation. Such changes shall only become effective upon DPI approval.

The Board designates **District Secretary** as the individual responsible for determining eligibility for purposes of claiming free and reduced priced meals.

Training

The District shall comply with requirements in state law related to training food service personnel.

Serving Meals to Adults

The District shall comply with DPI guidance and requirements with regard to serving meals to adults.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- AAC, Nondiscrimination & Anti-Harassment Policy
- IB-BR, Lunch Charging
- IB-E1, Free & Reduced Priced Meal Eligibility Appeals
- IB-E2, DPI Requirements & Guidance for Adult Meals
- IB-E3, Foods of Minimal Nutritional Value
- IBA, Alternative Food Service

End of Williams County School District #8 Policy IB Adopted: 02/2017

MEAL CHARGING

Although not required by law, the Board approves the establishment of a system to allow a student to charge a meal. This policy does not apply to adults, who are prohibited from charging meals.

Definitions

Alternate meals refers to any meal that is different from the day's advertised reimbursable meal such as, but not limited to, a peanut butter or cheese sandwich and milk. The cost of this meal shall not come from the food service account. The charge for an alternate meal shall be \$1.25.

Charging Procedure

The District shall allow students to charge up to **5** reimbursable meals, the cost of which shall be assessed to the student's parents. After the student has exceeded the number of allowable reimbursable meal charges, the District shall provide the student with an alternate meal,¹ the cost of which shall also be assessed to the student's parents.² Once the outstanding charges have been paid in full the students ability to charge reimbursable meals will reset. Whenever a student incurs a charge or the District serves the student an alternate meal, the District shall send a written notice to the student's parent(s). If a pattern of charging continues, administration shall attempt to contact the student's parents and encourage them to complete a free and reduced meal application.

All charges must be paid within **10** days. The District will vigorously pursue the collection of outstanding bills and shall, when necessary, refer past due accounts to collections. Collections fees shall be paid from funds other than those in the foodservice account.

Fair and Accurate Credit Transaction Act Compliance

In order to comply with FACTA, which protects lunch charge accounts established by this regulation, the District shall implement the following measures:

1. Identify potential red flags indicating that an account has been compromised such as:
 - a. Parent reports that s/he has received a bill in error.
 - b. Student or staff member reports that a student is fraudulently charging to another student's account.
2. Respond to red flags by:
 - a. Verifying a student's identity before allowing him/her to charge.
 - b. Investigating a parent's complaint that s/he received a bill in error.
 - c. Sending a parent notice each time his/her child charges a reimbursable meal or receives an alternate meal.

Administration shall review this policy periodically to ensure that it provides appropriate procedures for preventing/mitigating identify theft, including updating red flags and the district's response to them as necessary.

End of Williams County District #8 Board Reg. IB-BRApproved: 05/2017

¹ This is one of many options. For instance, a district could also establish a threshold for alternate meals after which a child would not be served.

² There may be alternative ways of recovering these costs such as through donations from PTO/PTA groups.