

OPERATIONS**Food Services****CHILD NUTRITION INFORMATION FOR FAMILIES**

All district students may, but are not required to, participate in any or all of the district's child nutrition program services. The district participates in the following USDA child nutrition programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Fresh Fruit & Vegetable Program (FFVP)
- Summer Food Service Program (SFSP)
- After School Snack Program (ASSP)

Although the district complies with all USDA child nutrition program requirements, this policy is designed to provide families with pertinent information regarding meals at schools. Any individual who wishes to obtain more detailed information about the district's programs may contact the Child Nutrition Director at the Administration Office or the Cafeteria Manager at the school site where their child attends.

Students who desire to do so may bring lunches from home and purchase beverages. Those students may eat their lunch in the school cafeteria or designated area.

Cafeteria Use

Except under special circumstances all students will eat in the cafeteria or other designated location.

Special circumstances include, but are not limited to, lunch detention, severe food allergies, off campus eligible lunch, and IEP requirements. The district will not separate students during meals based on a student's ability to pay.

Guests must be cleared by the building principal prior to joining a student in the cafeteria. Non-district individuals or groups who wish to use the cafeteria must also be cleared by the building principal.

OPERATIONS**Food Services****CHILD NUTRITION INFORMATION FOR FAMILIES (con't.)**Meal Costs

The Board of Education will establish the cost for meals prior to the beginning of each school year. Meal costs will be posted on the District's website and in the cafeteria.

Meal Payments

Students are encouraged to pre-pay for meals to ensure quicker checkout in the cafeteria and to reduce the likelihood of forgotten or lost lunch money. Students may pre-purchase meals by paying cash or check to the lunch clerk or creating a student account under the district's online payment platform at www.myschoolbucks.com.

By creating an account online with myschoolbucks.com, parents will be provided notices to keep them informed of their student's meal account balance and of student purchases. Notices can be in the form of emails, text messages or direct mail. Lunch clerks also attempt to notify students in line if their account balances are low as well as attempting to contact parents via telephone, email or sending out negative account balance letters.

Free and Reduced Price Meals

All families will have the opportunity to submit an application for free and/or reduced priced meals. This application must be completed each year. The district will utilize federal guidelines in determining eligibility for free and/or reduced price meals, and those guidelines will be publicized with other notices regarding the district's child nutrition program. The Child Nutrition Director is responsible for reviewing applications and determining eligibility. The Director is also responsible for promptly notifying families whether their application has been approved and following up with families who have submitted incomplete applications.

Any family who wishes to appeal a decision regarding their eligibility may make an appeal to the board clerk. If an appeal is filed, the individual will be notified of the date and time for an appeal hearing. Individuals may bring a representative with them to any appeal hearing.

OPERATIONS**Food Services****CHILD NUTRITION INFORMATION FOR FAMILIES (con't.)**Free and Reduced Price Meals (con't.)

School personnel will use discretion in handling applications, and the names of students eligible for free/reduced price meals will not be published, posted, announced, etc. Students receiving free/reduced price meals will not:

- Use a separate cafeteria or area of the cafeteria
- Use a separate serving line
- Enter the cafeteria through a different entrance
- Eat meals at a different time
- Work for their meals
- Use a different method at the checkout
- Eat a different meal
- Be identified in any manner

Charging Meals

Students in grades K-12 who do not qualify for free meals may charge a maximum of \$15.00 at school prior to May 1st. Students who have exceeded the charge limit and students who are without lunch funds will receive alternate meals.

No charges will be permitted after May 1st. Students passing through the meal line without sufficient funds in their account after May 1st will be served an alternate meal.

Students cannot charge ala carte items.

Collecting Debt

The district must work to ensure that its child nutrition services are run in a fiscally responsible manner. Families will be notified when their child's account balance is low so that the account can be replenished. If a child's account has a negative balance, the following steps will be taken:

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1. The lunch clerks provide verbal notice to students on the status of their accounts when they are low and delinquent. Once an account becomes delinquent, written notice of the delinquent account will be sent home with the student. Once the student has begun receiving an alternate meal, email and phone calls will be made to the parents to notify them of the status of the student's account. In addition, if the student has a ***myschoolbucks*** account the parent will be notified of the student's delinquent account by text and/or email. It also is able to provide low balance notifications based on thresholds set up by the parents.
2. The lunch clerk will attempt to contact families via phone, email, or through other personal contact if their account is still delinquent after 2 notices. The cafeteria manager and/or the Child Nutrition Director is authorized to enter into a repayment plan with the family at Child Nutrition Director's discretion.
3. If the account remains delinquent despite these efforts to collect the debt, the Child Nutrition Director and CFO will assess the situation to determine whether the account should be referred to an outside collection agency. The CFO is also responsible for determining whether the debt should be reclassified as bad debt and how the funds will be restored to the child nutrition program.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, religion, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The superintendent is directed to prepare rules and regulations to support this policy.

REFERENCE: 70 O.S. §1-107, §3-104