



Book	Policy Manual
Section	8000 Operations
Title	FOOD SERVICES
Code	po8500
Status	Active
Adopted	March 28, 2001
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#### 8500 - **FOOD SERVICES**

The Board shall provide cafeteria facilities in all school facilities where space and facilities permit and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the foodservice program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the District Administrator.

The operation and supervision of the food-service program shall be the responsibility of the director of Food Service. Food Services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the District Administrator. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the Food Service program.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred and after the District Administrator determines that sufficient reasonable effort and approaches to collecting the debt have been made. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

The District Administrator will require that the Food Service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the Food Service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

### **Nondiscrimination Statement**

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- A. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- B. Fax: (202) 690-7442; or
- C. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.**

### **School Meal Purchase Payment Requirements**

The payment requirements below apply to those students that are paying full or reduced prices for meals. These payment requirements do NOT apply to those students enrolled in FREE LUNCH under the Federal USDA Child Nutrition Program.

### **Background and Philosophy**

The Goal of the District's breakfast and lunch programs is to provide healthy meals for all students each school day. Achieving this goal is in part dependent upon generating the financial resources necessary to fund the school meal program. Primary funding sources for our school meal program are the Federal government and meal prices charged to families. Federal funds cover the cost of meals for children that come from households with income below defined levels.

To help families in need, notification of the Free and Reduced Application process will be made prior to the beginning of the school year. Free and Reduced Applications will be available throughout the year. Reminders of the Free and Reduced program will be provided by the Nutrition Services Department, school guidance counselors, school psychologists and other professionals as they become aware of a potential need. Reminders will be tactful and respectful of privacy and pride.

Families **not** meeting federal income guidelines for FREE meals are expected to pay the cost of meals consumed by their child(ren).<sup>1</sup> When each family pays for the meals consumed by their child(ren) everyone pays their appropriate share. The District does not support the concept of higher meal prices so that some families can go without paying for their child(ren)'s meals. Therefore, the District will require timely and full payment for meals purchased and collection of all outstanding payments due. When families reach defined outstanding balance limits (see below), the family will be informed of non-school meal options to meet their child(ren)'s nutritional needs and be given a reasonable amount of time to make payment. When a family's outstanding balance exceeds defined limits, the child(ren) of the family will not be eligible to participate in the school meal program.

However, no child will have a meal taken away from them once the meal has been served to them. This provision is put in place to avoid any public embarrassment to a child based upon the failure to act by their parent/guardian. If a student appears to misuse this provision, action may be taken to eliminate this misuse.

The Federal USDA Child Nutrition Program does not require children with an outstanding balance on their account be served a meal.

**Process Description**

Family Account Balance	Action	
	Elementary	Middle and High School
<b>Family Account Balance reaches \$10 or less</b>	<ul style="list-style-type: none"> <li>Student continues to be eligible for school meals</li> </ul>	
		<ul style="list-style-type: none"> <li>At each purchase, the student is notified by the cashier, that money is needed to be deposited into the account.</li> </ul>
	<ul style="list-style-type: none"> <li>An email notification may be sent requesting additional money be deposited into the family account.</li> </ul>	
<b>Family Account Balance reaches \$0 or less</b>	<ul style="list-style-type: none"> <li>Student continues to be eligible for school meals</li> </ul>	
	<ul style="list-style-type: none"> <li>An email may be sent within 24 business hours requesting additional money be deposited into the family account.</li> </ul>	<ul style="list-style-type: none"> <li>It is the student’s responsibility at that point to remind parents or guardians of the need for a deposit into the family account.</li> </ul>
<b>Family Account Balance reaches -\$30 or less</b>	<ul style="list-style-type: none"> <li>Student continues to be eligible for school meals.</li> </ul>	
	<ul style="list-style-type: none"> <li>Email and/or phone call notifications will be used as necessary.</li> </ul>	
	<ul style="list-style-type: none"> <li>The Principal’s Office will contact the parent/guardian via phone or phone message to inform of need to deposit more money and the possibility of discontinuation of service within five (5) school days if a payment is not received.</li> </ul>	
	<ul style="list-style-type: none"> <li>The District Office will send a letter to the family to inform of the need to deposit more money and the possibility of discontinuation of service within five (5) school days if a payment is not received.</li> </ul>	
	<ul style="list-style-type: none"> <li>The principal contacts the parent/guardian to explain need to make timely and full payments for meals, insure an awareness of the free or reduced program (contact the District Office at 486.5203 for more information), inform on the need to make other plans to provide the student with a meal to meet their child(ren)’s nutritional needs if a payment is not made within five (5) business days, notify the parent meals will be discontinued on the sixth business day unless the balance is paid in full before that day.</li> </ul>	
	<ul style="list-style-type: none"> <li>If payment is <u>not</u> received within five (5) business days, the District Office will inform the principal who will then makes contact with the student to make sure an alternate meal was brought to school. If not the principal will contact the parents/guardians to alert them to the fact that no meal will be served until the account is brought up to date.</li> </ul>	

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|  | <ul style="list-style-type: none"><li>• The principal will check to make sure the parent/guardian has provided an alternative meal. The principal will contact the parent/guardian if alternative meal arrangements have not been made.</li></ul> |
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## General Provisions

### Meal purchases with a \$0 or negative balance

- A. Students will not be allowed to charge (see cash purchase below) Ala Carte food items when the family account is below zero. Should a student attempt such a purchase:
1. the student will be reminded that the status of their family account does not allow the purchase of Ala Carte items,
  2. the Ala Carte item(s) will be taken back from the student, and
  3. as allowed under the requirements above the student will be encouraged to purchase a full meal.
- B. Students may purchase meals or Ala Carte items with cash regardless of a negative balance in their account.

### Negative Balance at the end of the school year

- A. Family accounts with outstanding balances are required to be paid in full by the last day of each school year.
- B. Seniors must pay all accumulated charges prior to their last day of school in order to settle all outstanding unpaid financial obligations to the School District in order to be in compliance for graduation.

### Payment Methods

- A. Payments made online using the ~~RETrack~~ portal JMC Platform 24/7 using a credit card or debit card. Portal is easily accessible from the home page of the District JMC Website.
- B. Cash or check are accepted at each school or at the District Office at 700 10<sup>th</sup> Avenue South, Bangor, WI 54614.

### Families Experiencing Financial Difficulties

- A. Contact the District Office at 486.5260 to make arrangements for the continuation of meal service.
- B. Fill out a "Free or Reduced Meals" application.
- C. Encouraged to call the Great Rivers 211 Information & Referral and Crisis Line by Dialing 211 or 1-800-362-8255.

### Outstanding Balances

- A. An outstanding balance is in excess of \$30 or an outstanding balance of any amount existing for more than 60 days. The District reserves the right to take steps deemed necessary to collect charges owed.
- B. These actions could include: turning the outstanding balance over to a collection agency, small claims court, revocation of charging privileges or other actions as deemed necessary.

Revised 2/16/11

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Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758, 42 U.S.C. Chapter 13

15.137, 93.49, 115.34-115.345, 120.10(16),120.13(10), Wis. Stats.

7 C.F.R. 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245

Federal USDA Child Nutrition Program, Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Last Modified by Kristy Andrea on October 3, 2019