

## **Child Nutrition Program Compliance**

### **1.0 Purpose:**

The Child Nutrition Program is under direct supervision of the Director of Child Nutrition. All policies and administrative procedures governing this program shall be in accordance WV State Board Policy 4321.1 and 2550.19.

### **2.0 Child Nutrition Program:**

- 2.1 Wirt County Board of Education and the West Virginia Department of Education shall enter into a Sponsor's Agreement for the School Lunch and Breakfast Program under the National School Lunch Act and the Child Nutrition Act. Wirt County Schools shall comply with the applicable regulations and any amendments thereto.
- 2.2 Special groups may request the use of food service facilities by submitting an Application for Buildings and Grounds form. No food service facility shall be used unless a food service employee is present. Any damages to facilities or equipment will be assessed to the organization using the facility.
- 2.3 All Food Service Operations and Child Nutrition Standards must comply with WV State Board Policy 4321.1.
- 2.4 All foods served outside the lunch/breakfast program and for fundraising activities must comply with WV 18-2-6A.

### **3.0 Child Nutrition Collection Procedure:**

- 3.1 Beginning with the 2011-2012 school year, Wirt County Schools has been participating in the Community Eligibility Provision whereas every student in Wirt County receives one free lunch and one free breakfast. Student meal bills will no longer be mailed home monthly, however, unpaid balances will be mailed home when necessary.
- 3.2 Wirt County Schools has established the following billing and collection procedure as required by the WV Board of Education Policy 4320, Paragraph 126-85-57.
- 3.3 Any lunch bills that remain outstanding will be sent to a collection agency or to Magistrate Court to be collected, and will do so until the balance is paid in full or Wirt County Schools chooses some other option with its outstanding lunch bill balance.
- 3.4 Wirt County School employees who choose to eat lunch or breakfast will be required to sign a school lunch form at the beginning of each school year. This form states that if adult balances are not paid in a timely manner, charging privileges will be revoked and unpaid balances are subject to be taken out of an employee paycheck.

### **4.0 SEVERABILITY:**

If any provision of this policy or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.

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**5.0 REVIEW SCHEDULE:**

This policy shall be reviewed in accordance with the policy review schedule published by the Superintendent.

**Authority:** WV State Board Child Nutrition Policy 4321.1

**Replaces:** Wirt BOE Policy DGB-RB, DGD-R, DGD-RA