

**EE Food Services Management**

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A supervisor may be hired by the board to oversee the district's food service program.

**Sanitation Inspections**

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

**Records**

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

**Meal Prices**

Meal prices shall be determined by the board.

**Free and Reduced Price Meals**

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

**Unpaid Meal Charges**

Jayhawk USD #346 discourages charging.

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals shall not be established with the district.

Any student, parent or guardian failing to keep his/her account solvent as required by the district shall receive daily reminders via school messenger until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received.

If payment of the negative balance is not received by the end of the school year, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school or district office or online at [www.usd346.org](http://www.usd346.org) (Students/Parents – RevTrak Payments). Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Approved:    9/11/17