

HEBRON BOARD OF EDUCATION

3008

Business

FOOD SERVICE POLICY

The Hebron Board of Education requires the school lunch program to be self-sufficient. This means that the state, federal subsidies and the parents share the cost to maintain the program. The school districts objective is to provide a high quality nutritious meal at the lowest cost possible. There is no objective to make a profit, but rather to break even. The Board of Education does not have the flexibility within its operating budget to cover any shortfall in the cafeteria program. The school district participates in the National School Lunch Program which makes the school system responsible for any financial short fall at the end of the year.

While a quality child nutrition program is desirable, it is not a program that state or federal law requires school districts to maintain. This is the foundation upon which the program is operated.

Operating Criteria

The school administration will support the food service program with oversight and advice.

The food service program will make every effort to make meal payments easy and convenient for students/parents by setting up accounts. Funds can be left on account for students to draw upon when getting their meals. Balances on accounts will automatically carry over to the next school year.

Students who come to school without funds or their account runs out of money will be allowed to charge two lunches while communication occurs with the parents. After the second charge, an alternate meal of a cheese sandwich, baby carrots and milk will be provided.

Bank charges for checks returned for insufficient funds will be the responsibility of the family writing the check. Families who repeatedly (3X) provide checks with insufficient funds will be required to pay by cash, money order or certified check. New funds will cover past charges first. In extreme cases the administration has the authority to withhold report cards, exclude parents from promotion ceremonies and/or turn over the debt to a collection agency. The school district expects to receive reimbursement for all charges.

Information and applications regarding the free and reduced lunch options should be offered should parents' financial situation change. Free and reduced applications/information will be made available at all times during the school year and parents/guardians can apply at any time during the school year.

Regular communication with parents with regard to menus, account balances and program improvements should be ongoing, electronically, through the PTO and individually.

When students leave the district and there is money left on the POS system, those dollars will remain in the account through the end of the school year.

At the end of the year, a listing of the accounts will be kept, but the dollars will then be added to revenue for the first accounting period of the next school year (September). For a two year period, the program will reimburse individuals seeking to recover funds.

The program will be reviewed on a regular basis by school administrators regarding the quality of the food, financial stability, health department inspection reports, compliance with state and federal regulations, staff training and innovations in the industry that may enhance the program.

Approved: May 8, 2014