

## **EE Food Services Management**

**EE**

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

### **Sanitation Inspections**

The supervisor 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.

### **Meal Prices**

Meal prices shall be determined by the board.

### **Free and Reduced Priced 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**

The district's meal charging requirements are as follows.

- Free Lunch Status Students will not be allowed to have a negative account balance. Free lunch status allows a child to receive one free breakfast and one free lunch each day there is a full day of school. A la Carte items are not part of the USDA program, this includes milk purchased separately from a reimbursable meal. If a student would

like to purchase A la Carte items they must have funds on their account to do so.

- Reduced Lunch Status Students will be allowed to have a negative account balance up to a maximum dollar equivalent of five (5) days of reduced priced meals which will be known as the “charge limit”. Reduced lunch status allows a child to receive reduced priced breakfast at \$0.30 and reduced price lunch at \$0.40. A la Carte items are not part of the USDA program. If a student would like to purchase A la Carte items they must have funds on their account to do so. Once the charge limit is reached the student will not be provided a meal from the food service department until the account is brought back to a positive status. At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district’s charge limit.
- Full Price Students will be allowed to charge up to a maximum dollar equivalent of five (5) days of meals which will be known as the charge limit. If a student would like to purchase A la Carte items they must have funds on their account to do so. Once the charge limit is reached the student will not be provided a meal from the food service department until the account is brought back to a positive amount. At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district’s charge limit.

**Use of Meal Account**

All school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request. Parents may set up an account online at [www.mypaymentsplus.com](http://www.mypaymentsplus.com) to monitor their student(s) meal accounts. If a student is without meal money on a consistent basis, the School Kitchen Cashier, Food Service Director or other District Administration will investigate the situation more closely, including contacting the parent/guardian/adult student to bring money to the school and/or encouraging the parent to apply for free or reduced price meals.

A parent may call the Food Service Office to place a block on their child's account to prohibit the purchase of a la carte items. The computerized point of sale system allows parents to choose to place money in either the meal or general account. Money in the general account can be used to purchase both meals and/or A la carte items while money in the meal account can only be used to purchase a reimbursable meal.

Meal accounts are specific for each student. No other person(s) may charge to the account other than the student who the account is assigned to. Students are assigned a five (5) digit number and each account has the student's picture for identification, with the exception of those students whom attendance begun after school pictures were taken.

In accordance to board policy DP, negative balances at the end of the school year will be added to the next school years fees under prior year obligations. Starting in October and going through December, patrons with

delinquent accounts are notified monthly by the superintendent's designee via letter sent by U.S. First Class Mail. If payment has not been received by superintendent's designee, a fourth and final notice shall be sent to the debtor by mail. The final notice shall notify the person that the outstanding debt, if unpaid by the third Friday in January, will be submitted to the State of Kansas Setoff Program for collection. Any settlement of the outstanding debt must be made with the State of Kansas, once the debt has been submitted for collection.

#### Refunds

- Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted.
- Graduating Students: Students who are graduating at the end of the year will be given a refund. Funds can also be transferred to a sibling's account with a written request. Refunds greater than ten (10) dollars will be sent in the form of a check to the address on file in the student data system.
- Unclaimed Funds: All refunds must be requested within 6 months. Unclaimed funds will then become the property of the Manhattan-Ogden USD 383 School Food Service Program.

Approved: 5/05; Revised: 4/17