

USD 383 Food Service Program

Purpose Statement

The purpose of the Manhattan Ogden School District's Food Service Program is to provide nutritious meals to students. The program shall serve meals that meet the requirements established by the United States Department of Agriculture.

It is the goal of the district to provide student meals for a reasonable price which will also enable the food service program to operate on a not-for-profit basis and remain fiscally independent from the General Fund. The Board shall determine the price of all meals served through the food service program.

The District participates in the National School Breakfast and Lunch Programs. As a participant in these programs, the District assures compliance with the following requirements:

1. The District shall only claim meal reimbursement for meals in which documentation is available.
2. The District shall determine eligibility for free and reduced lunches for students not categorically eligible in accordance with current Income Eligibility Guidelines.
3. The District shall disseminate applications for free and reduced-priced meals before the start of the school year when possible or within the first week of school. Students who enroll later in the school year shall receive an application at the time of enrollment. The District shall use the Department of Public Instruction (DPI) application form for free and reduced-priced meals.
4. In accordance with federal law and the U.S. Department of Agriculture Policy, the District shall not discriminate on the basis of race, color, national origin, sex, age, disability or other status protected by law. Individuals may file a complaint of discrimination with the USDA Director at the Office of Civil Rights in Washington, D.C.
5. The names of participants for which free or reduced-priced meals may be claimed shall not be published, posted, or announced in any manner and there shall be no overt identification of any such participants by any means. To this end, the District shall establish a system of school meal payment tracking that does not overtly identify any student as receiving free or reduced price meals.
6. The District shall comply with the eligibility appeals procedure contained in 7 CFR 245.7.

The Food Service Director or designee is responsible for determining eligibility for purposes of claiming free and reduced priced meals.

School Lunch Participation

School lunch is provided as a convenience. No child shall be forced to participate. Students shall be permitted to bring lunches from home and to eat in the space provided in the school cafeteria. Milk may be purchased.

MEAL CHARGING PROCEDURE

USD383 recognizes that a child's nutrition is very important to the successful learning experience. Students are encouraged to participate in school breakfast and lunch programs to receive healthy and nutritious meals that meet USDA standards.

Parents are expected to have money available in their student's meal accounts, or pay cash for all meal purchases. It is the responsibility of the parent/guardian to keep adequate funds in their student's accounts.

To ensure that students have access to meals, the following procedure has been established to address low balances, meal charges, and alternate meals.

Meal Prepayments

Parents are encouraged to pre-pay for school meals. USD383 uses [My Payment Plus](#) to accept online meal payments. Parents have the ability to set up a secure online account at [My Payment Plus](#). This allows

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for parents to make deposits by credit card, view balances, and view transaction activity. Parents can choose to receive balance notifications or set auto-payments.

Meal prepayments can also be made by cash or check directly at your child's school building.

If a student brings money for the cost of a meal on a given day, the student will be allowed to eat that day with no regards to the negative balance.

Free and Reduced Meal Applications

Free and Reduced Meal Applications are available on the districts website and in school offices.

Applications are accepted anytime during the school year. For assistance with completing an application, please contact the Nutrition Services office at 785-587-2783.

Communication to Parents / Collection of Debt

Parents/guardians are expected to keep their student's account balances current and are responsible for all debt incurred from meal charges.

All meal accounts are expected to be paid in full at the end of each school year. Negative account balances at the end of the school year will be carried over to the next school year, and collection attempts will continue.

Unpaid Meal Charges

The districts 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 accounts to do so.

- **Reduced lunch status** will be allowed to have a negative account balance up to a maximum dollar equivalent of five (5) days of reduced priced meal 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 district's charge limit.

- **Full priced 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 districts charge limit.

- **Adult Meals** Adults are not allowed to charge any meals. There is no exception to this policy.

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Use of a 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 to monitor their students(s) meal account. 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 parent 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 students who 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's 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 payments 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 collections. 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's data system. \

- **Unclaimed funds:** All refunds must be requested within six (6) months. Unclaimed funds will then become property of the Manhattan Ogden USD383 food service program.