

EE Food Services Management

All policies are established to cover any meal accounts regardless whether they may be free, reduced or paid. Students, parents and guardians of students are encouraged to prepay meal costs.

Parents and students will be notified in writing of the district's policies at enrollment and to families and students that transfer into the district at the time of transfer. It will also be available on the district website, student handbooks and the district calendar. The terms of this policy will be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when information is communicated to households and staff will be retained.

Supervision

A supervisor/director may be hired by the board to oversee the district's food service program. If there is not a supervisor this duty will fall under the principal of the building.

Sanitation Inspections

The food service director shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

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

This director 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

All meal prices will 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 each school year.

Unpaid Meal Charges

The district's meal charging requirements are as follows. Charge accounts for students paying full or reduced price meals will be established with the district upon enrollment

A text, email or phone call will be placed every Tuesday and Thursday when a student's meal balance goes below \$3.00. Parents and students will continue to be notified as long as the account is negative. A lunch letter is also mailed out once each month to those students with a negative balance.

If payment of the negative balance is not received within 30 working days of the account going into the negative, the debt will be turned over to the superintendent or the superintendent's designee for collection in accordance with the board policy DP. If the debt is not paid prior to the end of the school year then the balance will be added onto enrollment fees for the following year. If the prior year negative account balance remains to be unpaid 60 days after enrollment, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. At this time it will be turned over to a collection agency.

Loaning, exchanging, borrowing or misused meal tickets

In order to protect the confidentiality of all students, exchanging and/or borrowing meal tickets is prohibited by federal guidelines.

To prevent the possible reuse or misuse of meal tickets it is the responsibility of the staff cashier to ensure that all tickets are clearly identified when issued and used. It is also the responsibility of this staff member to ensure that only the individual that has been issued the ticket actually is the one using it.

Refunds

All refunds of meal balances are handled at the district office. The district office must receive a request from the school building signed by the principal in order to process the refund.

Refunds will only be made if a student is leaving the school district or at the end of the school year.

Refunds of \$5.00 or less will only be refunded at the written request of a parent or guardian.

A request must be received at Holton High School in the case that a student is graduating and the parent/legal guardian wishes the positive balance to be transferred to another family member in the district.