

Adopted: November 2013

Revised: June 2017

534 FOOD SERVICE POLICY/PROCEDURES

I. Purpose

The purpose of this policy is to establish consistent meal account procedures throughout the district when providing hot lunches to students.

II. General Statement Of Policy

ISD #2687 (Howard Lake-Waverly-Winsted Schools) recognizes the parent/guardian responsibility to provide meals to their children. It is the policy of ISD #2687 to offer lunch at school. Students may purchase meals when sufficient funds have been deposited to their family accounts, or if they have adequate cash payment.

Free and reduced applications will be distributed to all families at the beginning of each school year. Families may apply for free/reduced lunches at any time during the year. In addition, applications are available online, in all school offices and in the lunch room office throughout the year. If families require assistance with filling out the application they can contact the Food Service Cashier or Food Service Director.

III. Procedures For Notifying Families Of Account Status

Notification will be given when the family account balance reaches \$10.00 or less per student.

The method for notifying the parent/guardian of students in grades K-4 will be a written notice. The list of these students will be generated daily, and written notification will be distributed to one student in each family by the Food Service Cashier or the Food Service Director. The method of notifying students in grades 5-12 will be a verbal notification in the lunch line. E-mails will be sent as notification for grades K-12 if the family is signed up to receive such notification. In this case, the parent or guardian is able to set the amount that the notification generates.

IV. Procedures For Students With Insufficient Funds In Their Accounts

If the family account does not have sufficient funds to pay for lunch; all students in the family that day will be allowed to charge a reimbursable meal. No a la carte sales will be allowed.

Students in grades K-12 will receive a meal if they have a negative balance, and a phone call will be made from the food service cashier to the parent/guardian to make arrangements for their account. If necessary, the school Social Worker will be contacted. However, if the student account for grade 9-12 cannot be resolved, that student may be denied a meal.

V. Misused PIN Numbers

All students are issued a PIN to be used at breakfast and lunch to purchase meals. PIN numbers cannot be used by anyone other than the person it is issued to.

VI. Meal Payments

Money for meal accounts will be collected at each site and sent over inter-district mail to the central food service office daily.

The cooks/cashiers at each site will collect money from student's in the morning and notify the central food service office with the amount of the money and specify whether it is a check (and include check #) or cash. It is also an option for families to make payments through the online system if they choose.

VII. Meal counting/claiming

A claims editing report will be generated monthly by the food service cashier. The food service cashier is also responsible for reporting claims each month.