

MACCRAY Public School Policy 750

Adopted: 5-11-15

Revised: _____

750 DISTRICT FOOD SERVICE POLICY

I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures for MACCRAY Public School.

II. GENERAL STATEMENT OF POLICY

- A. MACCRAY Public School recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B. It is the policy of MACCRAY Public School to offer breakfast and lunch. The Food Service Department shall produce quality meals at a reasonable cost consistent with state and federal regulations.
- C. Meals shall be paid for in advance. Students and employees may purchase meals when funds have been deposited into their account.
- D. Guests may purchase a meal(s) through cash payments at adult and student prices at the point of sale or at the office.
- E. Households may apply for free & reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at the District office.

III. PROCEDURES FOR NOTIFYING FAMILY OF AND EMPLOYEES OF THEIR ACCOUNT STATUS

- A. Food service accounts will be reviewed on a weekly basis. A report shall be run that lists each student/family with an account balances insufficient to provide food service for a week.
- B. The parent/guardian will be notified when the household account is insufficient to provide food service for a week.
- C. The method of notifying the parent/guardian of children in grades K-12 will be by written notification or by electronic parent notification system.
- D. Parent/guardian will be notified when student's lunch balance is negative.
- E. For students that have a negative fund balance, the negative balance needs to be paid in full upon leaving the district or when the student graduates from High School.

IV. Meal Service

- A. Ala carte will be offered to middle and high school students, adult guests and staff at the prices posted and will be recorded daily by the Cashier.
- B. Meals Away from School (Field Trips) by having the teacher complete the Order Form and submit it the respective Head Cook at each Respective site. The teacher will be given a class roster to mark off who ate or did not eat and will return the form to the Cashiers to enter the student personal identification numbers into the point of sale computers.

V. Meal Payment Options

- A. Free and Reduced Applications for Education Benefits forms will be processed within ten (10) school days once they are received by the FNS Support Systems Coordinator.
- B. A new application is needed each school year. Applications are available at the school sites and the district website.
- C. Families must pay for all meals received until their Free and Reduced Applications for Education Benefits application has been processed and approved.

Policy reflects provisions from Minnesota Department of Education – Food and Nutrition Service