

*Adopted:* \_\_\_\_\_

*Revised:* 1-18-12

## **750 DISTRICT FOOD SERVICE POLICY**

### **I. PURPOSE**

The purpose of this policy is to establish consistent meal account procedures for Bertha-Hewitt School.

### **II. GENERAL STATEMENT OF POLICY**

- A. Bertha-Hewitt 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 Bertha-Hewitt 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 the District 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. Upon termination of meal privileges, the school will contact the household regarding their responsibilities to provide meals for their student.

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