

EE Food Services Management

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A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

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

The supervisor 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

Meal prices shall 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 school each year.

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than \$20

worth of meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the district's charge limit. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal. A fee for this meal will be charged to the student's account. The amount will be determined by the BOE each school year.

Upon the student exiting the current building they are in or leaving the district, if the unpaid fees are over \$25.00, the uncollected debt will be turned over to the Kansas Setoff Program. Three attempts will be made to collect the unpaid balance in accordance with policy DP before turning this debt over to the Kansas Setoff Program for collection. If payment for the uncollected balance is not received within 10 days of sending the final notice under policy DP, the debt shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the student's school, district office or online via the school food service website. Students, parents, and guardians of students are encouraged to prepay meal costs.

EE Food Services Management

EE-3

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

KASB Recommendation - 4/07; 12/16

BOE Policy Approval Date: 4/24/2023