

**EE Nutrition Services Management**

**EE**

A Director of Nutrition Services shall be hired by the board to oversee the district's food service program.

**Sanitation Inspections**

The Director of Nutrition Services shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

**Records**

The Director of Nutrition Services shall be responsible for keeping food service records required by state and federal laws and regulations. The Director of Nutrition Services 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**

Any changes in 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 six

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. 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 not be provided a school meal.

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. If payment of the negative balance is not received within 5 working days of the maximum charge limit being attained, the debt will be turned over to the superintendent or superintendent's designee for collection in accordance with board policy DP. If the debt is not paid within 10 days of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Payments for school meals may be made at the school, district office, or online at [www.usd230.org](http://www.usd230.org). Students, parents, and guardians of students are encouraged to prepay meal costs.

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.

Approved: May 10, 2004; September 22, 2014; revised February 13, 2017