

FOOD SERVICES MANAGEMENT

The School District of Beloit Turner shall offer nutritious and well balanced meal programs at moderate prices through participation in the National School Lunch Program (NSLP). The Director of School Nutrition shall enter into an agreement with the Department of Public Instruction (DPI) and the federal government for NSLP participation.

As required for NSLP participation, the district agrees to:

1. Provide all students an opportunity to participate in a school meal program meeting federal regulations.
2. Supply free and reduced price meals to students who are determined to be eligible, in accordance with federal guidelines.
3. Help students learn healthy eating habits for life.

The District shall follow statutory and regulatory requirements for disclosure of information concerning children who are eligible for free or reduced price meals in any of the Child Nutrition Programs.

The District shall maintain a positive balance in the Food Services Fund (Fund 50). If in any given year, expenses exceed revenues and the result is a negative fund balance, then a transfer from the General Fund (Fund 10) shall be made.

The Director of School Nutrition shall be responsible for all aspects of the school food services program (breakfast, lunch, milk, summer feeding, and ala-carte programs) under the direction of the District Administrator, or designee. The Director of School Nutrition shall be responsible for planning, directing, and supervising the preparation of meals that are adequate and properly prepared, according to NSLP and DPI standards.

All complaints, concerns, or questions regarding school lunch policies, quality, account balances, or service should be directed to the Director of School Nutrition and may be reviewed by the District Administrator.

Fiscal Management

1. The price of reimbursable meals shall be established annually by the Board.
2. The District uses an automated food service accounting system to record food service deposits/payments and to monitor food purchase transactions. The system functions as a debit system, similar to a checking account.
3. The District shall maintain food service accounts for each family to cover payments for student meals and ala carte items. No separate accounts will be allowed for individuals. Parents/guardians are expected to maintain a positive balance in their food service account.
4. Students and adults may also choose to pay cash in the meal line – under no circumstances may an adult “charge” a meal in a school cafeteria without a balance in their account to cover the cost of the purchase.

5. Parents/guardians who claim that the financial condition of their family is such that they cannot afford to pay the cost of their children's meals shall be invited to make application for free or reduced meals in accordance with federal regulations.

Family Meal Accounts

1. All families with students attending the School District of Beloit Turner, and all district employees, shall have a family meal account.
2. Deposits may be made at any of the schools or online using the RevTrak link in Skyward Family Access. Deposits sent in an envelope should be labeled with a student's first and last name and the amount of the payment. All checks are to be made payable to the School District of Beloit Turner.
3. Families are encouraged to keep a minimum balance of \$20.00 and make minimum deposits of \$20.00.
4. Students who are eligible for free meals are eligible to receive one free lunch and one free breakfast daily. Ala carte items and additional meals do not qualify under free or reduced lunch federal guidelines. Students who are eligible for free meals may only be served an additional meal or ala carte food item if there is money in the family meal account.

Account Management Procedures

1. Parents/guardians are responsible for maintaining sufficient funds in their family meal account.
2. Parents/guardians may use the Skyward Family Access software on the District's website (www.fjturner.k12.wi.us) to monitor the food service activity and balance of their family meal account. Parents/guardians who do not have internet access may contact the Director of School Nutrition to request current account information.
3. Upon request by the student, food service personnel will provide balance information to the student.
4. At the end of the school year any funds remaining in a family's meal account shall be carried over to the subsequent school year.
5. Refunds shall be issued upon written request if a family no longer has children attending school or moves out of the District. A written request must be received within six months of leaving the District or the refund shall be forfeited.
6. Balances over \$5.00 will be refunded via mail provided no other District fees are outstanding.

Account Collection Procedures

1. The Director of Business Services shall coordinate all District efforts to collect funds due the District from food service-related transactions.
2. On weekdays the Director of School Nutrition shall generate a list of families with negative meal account balances.
3. Families with negative meal account balances shall receive an automated message indicating that payment is due.

4. The building principal shall be informed and asked for assistance in collecting payment from families owing the District more than \$25.
5. If payment is not received, individuals owing the District more than \$25 shall not be allowed to charge meals until their family meal account is paid in full and a deposit is made for future meals.
6. Individuals with negative account balances will receive a reimbursable meal (peanut butter sandwich, serving of fruit, serving of vegetable, and a carton of milk), for which they will be charged the prevailing rate.
7. Building principals and food service staff shall be notified of students who will be unable to charge meals by the Director of School Nutrition.
8. The account of individuals owing the District more than \$25 shall be inactivated. No meal charges will be allowed - including charges for ala carte items. In these instances, parents and/or guardians will be asked to send a cold lunch with their children.
9. If the parents/guardians do not provide lunch for the child, then a social worker shall be contacted.
10. Students must be provided a meal if they have money in hand to pay for the current day's meal, even if their family meal account includes an uncollected amount.
11. Children receiving free meal benefits cannot be denied a meal for any reason, including failure to maintain funds in their family lunch account.
12. Families with extenuating circumstances should contact the building principal to make alternative arrangements.
13. Once incurred, liabilities related to Food Service charges cannot be retroactively reduced or eliminated.
14. The Director of Business Services shall be expected to protect the taxpayers of the district by making a reasonable effort to collect all food service related charges due the district. The Board of Education authorizes the Director of Business Services to collect food service charges which are 60 days delinquent using all legal means. The Director of Business Services may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure collection of unpaid debts unless an alternative payment plan has been approved by the Superintendent or designee. Any charges for filing claims with small claims courts or for securing the services of a collection agency shall be added to the unpaid debt due to the District.

The School District of Beloit Turner shall not discriminate in school-sponsored food service programs on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Sections 115.34 Wisconsin Statutes
 115.343
 118.12
 118.13

120.10(16)
120.13(6) (10)
943.24

PI 9.03(1) Wisconsin Administrative Code
National School Lunch Act (42 USC 1751 et. seq.)
Child Nutrition Act of 1966 (42 USC 1771 et. seq.)
No Child Left Behind Act of 2001
Child Nutrition and WIC Reauthorization Act of 2004

CROSS REF.: 411-Rule Discrimination Complaint Procedures
 761 Free and Reduced Price Food Services

APPROVED IN PART: November 17, 1975

REVISED: August 10, 1987
 June 13, 1988
 February 11, 1991
 May 11, 1998
 October 8, 2007
 February 9, 2015
 June 8, 2015
 June 12, 2017