

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: EF

SCHOOL NUTRITION PROGRAM MANAGEMENT

The school nutrition program is an integral part of the total school program and will be governed by the same controls as any other division of the school program.

The assistant superintendent shall be in overall charge of the school nutrition program for the District and may delegate authority to a school nutrition director to ensure a smooth and efficient operation. Each building principal shall be responsible for the general conduct and control of students using the cafeteria. The school nutrition director/business manager will be responsible for fiscal operation of the program as well as for state and federal accounting and reporting.

The school nutrition program shall be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods. The district will meet state and federal requirements necessary for participation in the National School Lunch and Breakfast Programs.

The Board shall employ school nutrition staff to perform the duties necessary to efficiently plan, prepare and serve meals that comply with United States Department of Agriculture (USDA) and state regulations.

The Board shall set prices for meals and milk. Free and reduced meals will be available to families with qualifying incomes. Students will also be permitted to bring their lunches from home and to purchase a la carte beverages and food items to supplement home-prepared lunches.

Receipts from the school nutrition program shall be used only to pay regular school nutrition operating costs. When school nutrition facilities are used by outside or community organizations, a fee approved by the Board may be charged to cover costs. If facilities are used by groups, no supplies provided for the regular school nutrition program or USDA foods will be used.

Park County School District No. 6 is committed to ensuring all students have healthy, quality meals to support daily learning and social interactions, while remaining fiscally responsible as a district. To help achieve both demands, we have established a district-wide negative balance procedure. This procedure is to notify parents when students need money for lunch accounts; ensure parents are aware of the free and reduced meal programs; and to collect on outstanding debts to the school nutrition program. This procedure follows a multi-step process to allow students every opportunity to continue enjoying school meals. Procedure for notifications of low/negative account balance shall be found in each school's student handbook, which parents must sign-off an acknowledgement of receipt, during registration.

Parents will be responsible for paying for student's meals and any charges incurred prior to annual submission of an application for free and reduced lunch (and after the 30-day grace period, if applicable).

Park County School District No.6 may, if it is unable to collect the delinquent meal charge, turn the matter over to a collection agency to pursue collection and/or refuse to award the student credit until the unpaid charge is paid in accordance with W.S. 21-4-308. If it is determined after six (6) months of efforts to collect delinquent accounts that it will not be paid, the district may consider it a bad debt and treat it as an operating loss, which cannot be absorbed by the non-profit food service account. Documentation of collection efforts shall be maintained.

The district is committed to ensuring that all students are able to participate in school meal programs. Parents of a student with a negative balance may contact the School Nutrition Department for information and support in providing their child with healthy, quality school meals.

Adopted: 1/20/98
Revised: 5/16/17