

## **Business/Non-Instructional Operations**

### **Food Service**

#### **School Lunch Service**

School lunch service shall be provided in all schools having cafeterias. This service shall be under the supervision of the Food Service Manager who shall be responsible to the Business Manager. The Food Service Manager shall be hired under specific job specifications and approved by the Board of Education.

#### **Aims**

Policies governing the operation of the school lunch program shall be:

1. To provide cafeteria facilities in all new schools and in other schools wherever practicable.
2. Wherever cafeteria facilities exist to provide nutritionally balanced and attractive lunches available to all students with sufficient time allowed for eating.

#### **Facilities**

Cafeteria facilities, wherever possible, shall include the following:

1. Attractive, well-ventilated dining rooms.
2. A carefully planned, well-equipped kitchen adjacent to each dining area;
3. Adequate storage space so that food and supplies may be purchased in sufficient quantity to take advantage of favorable market conditions.
4. Maintenance, inspection and repair of equipment so that maximum use is obtained and danger of accidents to personnel is minimized.

#### **Maintenance of Sanitary Conditions**

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times.

The Food Service Manager shall be responsible for the education of all food handlers as to personal hygiene and techniques of sanitation.

**Business/Non-Instructional Operations**

**Food Service** (continued)

**Financing**

The school lunch program shall be financed as follows:

1. Prices of school lunches shall be determined by the Board of Education in accordance with all prevailing costs of food, supplies, supervision costs, and wages of hourly workers.
2. Costs of food, supplies, equipment, salaries and wages of all employees, and other expenses directly incurred in the school lunch program shall be paid out of a separate fund, which shall be maintained under the control of the Business Manager or his/her designee and into which all receipts from sales and federal cash grants shall be paid. This fund shall be subject to annual audit by the district auditor.
3. Office facilities, heat, light, custodial and power shall be paid out of funds appropriated by the Board of Education.

(cf. 3542.31 – Free or Reduced Price Lunches)

**Lunch Credit Policy**

Students who do not have cash or money in their account are allowed to charge their meals in accordance with the following:

**Students in grades K-5 schools** - A telephone call will be made after the student reaches \$10.00 for full paid or \$ 1.60 for reduced lunches. At the end of the month, a letter will be sent home to notify the parents/guardian of accounts that are in the arrears for 4 meals.

Student report cards will not be issued until their account is current.

**Students in grades 6<sup>th</sup> – 12<sup>th</sup> grade schools** - will be verbally notified after the 1<sup>st</sup> and 2<sup>nd</sup> meal. A telephone call will be made after the student reaches \$11.00 for full paid or \$ 1.60 for reduced lunches.

Student report cards/transcripts will not be issued until the account is current.

## **Business/Non-Instructional Operations**

### **Food Service** (continued)

#### **Lunch Credit Policy**

##### **Payment Options:**

1. Cash or Check on a daily basis
2. Students may deposit money into their accounts at any time. This money will be applied to the debit card previously issued to the student. The card is a debit card **not** a credit card.
3. Payment may be made to student accounts on the internet at: [www.mypaymentplus.com](http://www.mypaymentplus.com).

Parents/Guardians can view the student's lunch activity and the balance of the account on this website. Even if you do not make a payment, you may view the lunch activity of the student. Please be sure to have the student number on hand. Student numbers may be obtained from the secretary of the school or from the food service department (203-736-5032).

Adopted: August 18, 2016

**3542.31**

## **Business/Non-Instructional Operations**

### **Free or Reduced Price Lunches**

The Derby Public Schools will participate in the National School Lunch, School Breakfast and Special Milk Programs. Authorization is granted to the Superintendent of Schools or his/her designee to act on behalf of the Board for purposes of participating in these programs. All applicable state and federal guidelines will be followed.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Non-public school participation in feeding program

10-215b Duties of State Board of Education re feeding program

10-215b-1 Competitive foods

10-216 Payment of expenses

State Board of Education Regulations

**3542.31(a)**

## **Business/Non-Instructional Operations**

### **Free or Reduced Price Lunches**

National School Lunch Program regulations require that lunches be provided for needy students when the family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition.

Parents shall be informed of the district policy concerning "Meals for Needy Children." A letter and application form will be distributed to all parents during the first few weeks of school. The letter will contain information on the eligibility standards, procedures for applying for free "Meals for Needy Children," and how an appeal may be filed for an adjustment in the decision with respect to the application. This information and an application form will also be provided whenever a new student is enrolled. (cf. 3542.42 - Finance: Food Service)

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the district eligibility standards during the school year, which are approved by the state agency, will also be publicly announced.

1. Free or reduced price lunches and/or supplementary milk will be provided for all students who qualify on the basis of financial need. Breakfast snacks may be provided in cases of extreme nutritional deficiency.
2. There shall be no discrimination in the furnishings of meals or supplementary milk because of race, religion, source of income, etc.
3. The anonymity of students receiving assistance under this regulation shall be protected. The names of these students will be treated in a confidential manner. They will use the

same tickets for milk and lunch and will obtain these items in the same manner and place as do all other children.

4. Requests for free lunches, reduced price lunches, and/or supplementary milk which have been denied may be appealed to the Superintendent.

5. Records of students receiving assistance will be kept in each school. A monthly report will be submitted to the district office where records for audit purposes will be maintained.

**3542.31(b)**

## **Business/Non-Instructional Operations**

### **Free or Reduced Price Lunches (continued)**

6. Eligibility for the "Meals for Needy Children" program will be based on the following:

7. If school authorities feel that a family's financial situation has changed, and the students are no longer eligible for free meals, a hearing procedure will be used by the Superintendent to challenge the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Children will continue to receive free meals until the conclusion of the hearing.

#### **A. Emergency Situations**

A child's statement of need is sufficient for providing assistance on a temporary basis. A family contact should be made immediately to determine extent and probable duration of need. In cases of family emergency such as sudden unemployment, illness, death, desertion, etc., assistance will be provided as needed.

#### **B. Objective Standards of Need**

Eligibility for assistance, other than for emergency situations, will be determined on the basis of income and family size as indicated on the scale provided by the district.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-215a Non-public school participation in feeding program.

10-215b Duties of state board of education re feeding programs.  
10-216 Payment of expenses.  
State board of education Regulation  
10-215b-1 School lunch and nutrition programs

**3542.42(a)**

## **Business/Non-Instructional Operations**

### **Food Service Finance**

Food in the school cafeteria shall be sold to patrons of the food service program at such price as will pay the cost of maintaining the program, exclusive of the costs which are made a charge against the funds of the regional school district according to law and the regulations of the State Board of Education.

### **Meals for Needy Students**

Meals for needy students shall be an expense charged to the Cafeteria Fund.

### **Participation in the National School Lunch Program**

Participation in the National School Lunch Program is herewith authorized. Authorization is granted to the Superintendent to act on behalf of the Derby Board of Education for purposes of participating in the National School Lunch Program.

### **Food Storage Provisions**

Storage of food and supplies shall be done so as to prevent waste, spoilage, pilferage, and the issuance of food and supplies shall be restricted to the purposes of the school food service only.

### **Approval of Menu Prices**

Changes in prices of all items on the menu shall be submitted to the Board for its approval. Revenues from lunchroom sales should offset the costs which are to be borne by the food service program.

### **Monthly Financial Report**

A financial report, current and accumulative, of the operation of the food services program shall be presented monthly to the Business Manager. A complete audit of the operation of the food service program shall be performed annually in accordance with legal requirements.

**3542.42(b)**

## **Business/Non-Instructional Operations**

### **Food Service** (continued)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-216 Payment of expenses.

Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal Employment Opportunity Act.

United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.



**3542.45**

## **Business/Non-Instructional Operations**

### **Vending Machines**

The Board of Education delegates to the Superintendent or his/her designee the authority to make decisions on the placement of food and beverage vending machines in the schools. This includes whether such machines may be installed, where they would be placed, what items would be dispensed, and during which hours they might be used.

Legal Reference: State Board of Education Regulations  
10-215b-1 Competitive foods.