

**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.

## 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

When a student has a negative account balance, no charging of snack items will be permitted. No child shall be denied a school meal due to lack of pre-payment; however, the process set forth below shall be followed whenever a child does not have sufficient funds in their meal account.

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Process for Addressing a Low or Negative Account Balance:

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

Step I: If a student's meal account falls below \$3.00, the Food Service Manager shall send home a letter reminding the parent/guardian to deposit funds into the student's meal account.

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Step II: Students in grades K-5 schools - A telephone call will be made and e-mail sent to the home after the student's negative account balance exceeds, reaches \$10.00, for full paid or \$1.60 for reduced lunches. At the end of the month, the Food Service Manager shall send home a letter will be sent home to notify the parents/guardian of a delinquent accounts that are in the arrears for 4 meals.

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Step III: When a student's negative account reaches \$50, the parent/guardian shall receive a phone call from a district social worker to follow-up on the delinquent account.

Step IV: If after two (2) months attempts to collect the outstanding balance are unsuccessful, the social worker shall contact the parent/guardian to discuss the delinquent account and arrange a meeting with the parent/guardian and Food Service Manager (as required).

~~Student report cards will not be issued until their account is current; participation in the senior class events/graduation ceremony shall be denied to students with a negative school lunch account balance.~~

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

~~For every subsequent occurrence a phone call will be made to the parent/guardian at the time of the meal to indicate that the regular meal will not be served until the account is paid in full. However, students will be served fruit, salad and milk until such time the account is up to date.~~

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

#### 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 ~~a you do not make a payment is not made, the parent/guardian 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).~~

**Policy adopted: August 18, 2016**

**Policy revised: ~~December 8, 2016~~TBD**

DERBY PUBLIC SCHOOLS

Derby, Connecticut

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