

### **Food/School Nutrition Services**

The Board shall provide a District-wide school nutrition program in compliance with applicable state and federal statutes and regulations. It is the intent of the Board that school nutrition services be a self-supporting program.

#### **BREAKFAST AND LUNCH**

Cafeterias shall provide ~~complete hot or cold~~ meals as defined by state and federal regulations.

#### **FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR**

The District (or food service area to which the District belongs) shall appoint/select a Food Service/School Nutrition Program Director to oversee and manage the school nutrition service program. All Food Service/School Nutrition Program Directors shall meet minimum educational requirements and annual training requirements in accordance with federal and state law.

#### **ANNUAL REPORT/PUBLIC FORUM**

Immediately following the release of the annual school nutrition report, the Board shall discuss the findings and seek public comment during a publicly advertised Board meeting.

By January 31 of each year, the Board shall hold an advertised public forum to present a plan to improve school nutrition in the District.

The District shall compile a summary of findings and recommendations and submit the summary to the Kentucky Board of Education.

#### **DISCRIMINATION COMPLAINTS**

The District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its school nutrition program.

Anyone wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

District personnel shall assist parents/guardians and students wishing to file a complaint.

#### **SPECIAL DIETARY NEEDS**

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

#### **MEAL CHARGES**

Adults shall not be permitted to charge meals. Students may charge regular reimbursable lunch and breakfast for a limited time. No charging is allowed for extra a la carte items.

Parents will be notified weekly of student charges. Charges in excess of the limit shall require prior approval of the Principal/designee. Payment of cumulative charges is due within ten (10) days of the first charge.

**Food/School Nutrition Services****MEAL CHARGES (CONTINUED)**

~~If the parent does not make payment or other arrangements, students may be served an alternative meal and/or exclusion from extracurricular activities that are not part of the District's educational program.~~

To accommodate a possible change in a student's family income, the Principal/designee shall encourage students/parents to return a completed application for free or reduced price meals in the following instances:

1. When a student makes repeated charges; or
2. When a student reaches the limit allowed for accumulated charges and payment is not made in a timely manner.

Food Service funds shall not be used to collect outstanding meal charges.

Any unpaid account may be forwarded to the Board Attorney for collection.

**REFERENCES:**

KRS 156.160

KRS 158.852; KRS 158.856

KRS 160.290

702 KAR 6:010; 702 KAR 6:020; 702 KAR 6:040; 702 KAR 6:045

702 KAR 6:050; 702 KAR 6:060; 702 KAR 6:075

702 KAR 6:090

7 C.F.R. §210.23, 7 C.F.R. §210.30; FNS Instruction 113

Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

**School and Community Nutrition Program**

**PROGRAM FUNDS**

Because the District receives federal, state, and local funds to finance the school and community nutrition program, it is imperative that funds be properly safeguarded, that accurate records be kept, and that reports be made as required. In order to achieve this, the following procedures will be implemented:

1. All funds received as payment for meals (school nutrition program breakfast and/or lunch) and federal and state reimbursements shall be used only for food, labor, equipment, and supplies for the operation/improvement of the school nutrition program.
2. School nutrition program funds may not be used for:
  - a. The purchase of land.
  - b. The purchase or construction of buildings.
3. All schools shall make the required reports as required by the USDA and the Kentucky Department of Education.
4. A copy of all reports, financial records, and applications for free- and/or reduced-price meals shall be kept through the current fiscal year and the three (3) years that follow or through the completion of any unresolved audit issues, whichever is longer.

It is recommended by KDE that if the school/District is operating under the Community Eligibility Provision, copies of Household Income Forms (HIF) be kept following the retention schedule of 10 years per KDE guidelinesabove.
5. All meals receiving federal reimbursement are priced as a complete unit.
6. The school nutrition program is operated on a nonprofit basis. Actual cash balances shall be maintained in accordance with state/federal regulation, as appropriate.

**FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR REPORT**

Each year, the District/area Food Service/School Nutrition Program Director shall assess the school nutrition program and issue a written report to parents, the Board, and school-based decision making councils by a date specified by the Superintendent/designee. The annual report shall include requirements specified by state and federal regulations.

**REFERENCES:**

702 KAR 6:090  
7 C.F.R. 245.6



**Food Allergies and Special Dietary Needs**

The District School Nutrition Program shall provide modified menus or food preparation for students as required by their individual education plan (IEP), Section 504<sup>4</sup> plan, or health plan.

The District School Nutrition Program shall be informed of any student who is unable to consume the meals normally served at the school in which s/he is enrolled.

Nutrition Program services shall provide for substitution of food items based on child-specific medical guidance.

**PARENTAL ASSISTANCE**

Parents will be asked to:

1. Notify the school principal or designee of any food allergy or special dietary need related to a disabling condition or medical necessity.
2. Provide medical information from a District-approved recognized medical authority (RMA) authorized to practice within the State of Kentucky as noted in the student's IEP, 504 plan or health plan.
3. Provide updated medical information as requested by the District.
4. Participate in any meetings or discussions regarding the student's meal plan.
5. Notify the school of any changes relating to the food allergy or special dietary need.

**SCHOOL SITE RESPONSIBILITIES**

1. Identify children requiring special dietary modifications
2. The Principal or designee shall refer a student with known or suspected special dietary needs for special services as required by law and shall notify the Special Education Director, Section 504 Coordinator, school nurse or health services assistant, as appropriate, given the nature of the medical requirement or disabling condition known or suspected.
3. The Principal or designee shall make staff and the student aware of precautions needed related to field trips, classroom parties, allergy alert identification, intervention strategies, and other issues necessary to promote student safety.
4. Admissions and Release Committee (ARC) chairs, Section 504 chairs, the school nurse, or the school nurse assistant, as appropriate, shall communicate plan requirements to all potential plan implementers, such as designated School Nutrition staff, the student's teachers, etc.
5. Monitor and update the IEP, Section 504 plan, or health plan as needed.

**FOOD & NUTRITION SERVICES RESPONSIBILITIES**

1. Provide food item services and/or substitutions for students based on medical need. Menus will not be modified based on personal preference.
2. Provide training to school nutrition personnel on how to react to food allergies and food-related emergencies and how to modify menus.
3. Maintain special dietary information on each student identified as having special dietary needs and update this information as needed.

## Meal Charge Procedures

### STUDENT MEAL CHARGES

Meal charges are for emergency use only. If a student forgets his/her money or if the funds in a student's account have run out, the student will be allowed to charge a regular, reimbursable meal. Students will be allowed to charge meals up to maximum of ten dollars (\$10.00).

At no time will any student be allowed to charge ala carte food items or a second meal.

The Cafeteria Managers will run charge letters on a weekly basis for students with at least five dollars (\$5.00) in charges. Letters will be sent home with the student, mailed, or e-mailed to parents.

If funds are not sent and the student reaches \$10.00 in charges, the student will be required to call parent/guardian before meal service requesting funds.

If charges are not paid and the student reaches the \$20.00 limit, the Child Nutrition Manager and the Principal/designee will attempt to make contact with the parent/guardian by phone, e-mail, letter, and/or text message ~~OneCall~~.

~~If the account exceeds \$40 and the parent has not made any payment arrangements, the Child Nutrition Director and the school Principal will notify the parent/guardian that the account must be brought current within ten (10) days or the student may face restrictions exclusion from extra-curricular activities that are not part of the District's educational program or receiving an alternate meal for lunch (cold sandwich and milk [exceptions made for allergies]).~~

If there is still no response, the District reserves the right to take any necessary legal action to collect charges owed.

In the event that a student transfers to a school within the District, the account balance will transfer with the student. If charges are owed, the approved charge policy will remain in effect.

### FREE/REDUCED MEAL APPLICATIONS

Free/reduced meal applications are available from the Cafeteria Office, Child Nutrition Department, ~~and the local schools,~~ and online. If parents cannot pay for meals, they should contact the Cafeteria Manager or the Child Nutrition Director (270-831-5015).

### ADULT MEAL CHARGES

There will be no adult faculty/staff charges allowed. Adults are encouraged to make regular deposits into their accounts. Cashiers will inform staff when their accounts fall below five dollars (\$5.00).



**Meal Charge Procedures**  
**NOTICE OF MEAL CHARGES**

&lt;&lt;GUARDIAN&gt;&gt;

&lt;&lt;ADDRESS&gt;&gt;

&lt;&lt;DATE&gt;&gt;

☐ First Notice   ☐ Second Notice   ☐ Third Notice \*

Date: \_\_\_\_\_

Dear Parent or Guardian:\_\_\_\_\_  
(Name of parent/guardian)

This is to inform you that \_\_\_\_\_<<NAME>>  
currently has a negative balance of <<BALANCE>>. ~~did not have~~ If your child is attending a  
CEP school, any charges left from the previous year(s) needs to be paid before the student can  
purchase ala carte items or ice cream. Charges of any ala carte items or ice cream is not allowed  
at any time

We urge you to take advantage of our prepayment plan. Money put on account may be used at  
any time. We strongly encourage payment by check as the most secure way to transport payment  
between home and school.

For additional convenience, we have an online payment system. Please log on to  
www.myscholbucks.com and follow the prompts to set up an account. You will need your  
students full ID number (<<ID NUMBER>>). There is a charge of \$1.95 to make a deposit.

\_\_\_\_\_  
(student's name)  
sufficient money to cover meals on \_\_\_\_\_ and, therefore  
\_\_\_\_\_  
(inclusive dates)  
incurred charges amounting to \_\_\_\_\_ on those dates. Please submit  
\_\_\_\_\_  
(amount of charges)  
this amount to my office as soon as possible.

If you have any questions regarding this matter, please contact me at the following number:

\_\_\_\_\_  
(school phone number)

Sincerely,

<<PRINCIPAL>  
<<TEACHER>>

&lt;&lt;CAFE.MANAGER&gt;&gt;

&lt;&lt;CAFE.PHONE&gt;&gt;

&lt;&lt;SCHOOL&gt;&gt;

\_\_\_\_\_  
Principal/designee's Signature

\* If you have not contacted me or submitted the amount indicated within ten (10) working days  
from the date of the second notice, I will direct our attorney to pursue appropriate action.

**Financial Reports of School Food Service**

In order to meet the requirements of the Board and the Kentucky Department of Education (KDE), Division of Nutrition and Health Services, the Superintendent or designee shall complete the required Monthly Report and Claim for Reimbursement Form. The Food Service Manager from each school will submit month end reports to the Director of Child nutrition. The Director of Child Nutrition will verify the data and prepare the monthly claim to be submitted to CNIP. All other optional forms provided by KDE shall be completed at the direction of the Superintendent or designee.

**REFERENCE:**

Kentucky Department of Education, Division of Nutrition and Health Services