

# policy

**Board of Education**  
**Portage Community School District**  
FOOD SERVICES

OPERATIONS  
8500/page 1 of 4

The Board of Education shall provide cafeteria facilities in all school buildings and will provide food service for the purchase and consumption of breakfast and lunch for students and shall comply with State and Federal regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with State and Federal regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Non-compliance foods (foods that do not meet the current USDA Dietary Guideline for Americans and the USDA Smart Snacks in School nutrition guidelines) cannot be sold between midnight and thirty (30) minutes following the end of the school day. School Stores must also comply with smart snacks. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in board policy.

A substitution to the standard meal requires filing a *Children with Disabilities and Special Dietary Restrictions Form* available from the school nurse.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the Food Service Director and the Business Manager. Food services shall be operated on a self-supporting basis with revenue from students, staff, and Federal reimbursement. The Board shall assist the program by furnishing available space. Maintenance and replacement of equipment is the responsibility of the program.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with policy.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 Code of Federal Regulation (CFR) 210.9(b) (17) and 7 CFR 210.15(b).

#### Negative Account Balances

Pre-payment is needed for breakfast, lunch, and a la carte items. Students can pay for meals from the district's food service program using cash, check or their food service account. There should not be a negative account balance for the Food Service Program. If the student does not have money to pay for a Class A meal, the student will be allowed to charge two (2) Class A meals. Should a negative account balance occur, it needs to be taken care of immediately. If the negative balance would exceed the cost of two (2) Class A meals, the student would be denied the Class A meal. To avoid this incident, the district has a notification system. Students would also be allowed to call for money for a Class A meal or a cold lunch.

Students purchasing a la carte items, including milk, must have enough funds to purchase the a la carte item(s) each day.

If the student has a negative balance and provides the money for a Class A meal at the time of serving, the student will receive a Class A meal.

If a student has a negative balance May 1 or after, in order for your child to receive a meal at the time of service, they must pay for the meal or the student would be denied. To avoid this incident, the district has a notification system. Students would also be allowed to call for money for a Class A meal or a cold lunch.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy will be posted to the District website.

If a negative balance continues and the parent(s)/guardian(s) fail to provide a meal from home or money for their child's account, the Department of Human Services or other appropriate agency may be contacted to address the child's needs. Parent(s)/guardians(s) may pick up a free or reduced application at any time during the school year at any school or from the District Food Service Director.

### Notifications

Every effort will be made by the Portage Community School District to keep parent(s)/guardians(s) informed regarding their child's food service account. However, it is ultimately the responsibility of the parent(s)/guardians(s) to maintain a positive balance in their child's food service account so that the district can provide meals to their child(ren).

The district student data base system provides parent(s)/guardians(s) the ability to view food service activity/usage, balances and deposit funds into their child's account. The district provides this tool for parent(s)/guardians(s) to manage their child's food service account.

The district provides an automated phone call system to provide evening phone calls to parent(s)/guardians(s) when a food service account is below the district's determined amount.

Parent(s)/guardians(s) may also call their child's school and request a print out of their child's food service account or be given the account balance.

When a student account becomes low or negative Middle School and High School students will be offered a reminder note in the serving line and elementary students will have a note sent home stating their child's food service balance.

### Farm to School Program

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

### Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 8778339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a

letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- A. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- B. Fax: (202) 690-7442; or
- C. E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, 93.49, 115.34 -115.345, 120.10(16), 120.13(10), Wis. Stats.

7 C.F.R. Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

42 U.S.C., Chapter 13

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Legal References:

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