

**Administrative Rule: Lunch Collection****Written By: Jeff Koenig, District Administrator****Date: August 3, 2018**

To ensure that all students in the District enter classrooms with the nutrition needed to be effective students, the District shall offer breakfast, lunch, and milk programs and may offer other food services such as vending machines. The District food service programs shall be administered by the district administrator, or designee, in accordance with this policy and established federal and state laws (including nondiscrimination laws) and federal and state programs (including the free and reduced price meal program).

Food service prices shall be established annually by the Board of Education. In accordance with federal guidelines, the District shall offer free and reduced price food services to students who qualify.

Students are required to maintain a positive lunch account balance at all times. Parents/Guardians will be mailed an account balance statement when their balance falls below \$25.00. Money can only be deposited into a student's lunch account at the District Office. The building principal shall be informed when a student's account has a negative balance so that a contact with the parent/guardian and/or Human Services can be made. Students in grades K-12 without a positive lunch account will not be served a school meal unless the student brings daily meal payment. Students with a negative food service balance will have the option of being served an alternative meal provided by the District at no charge.

Any unpaid food service debt that is sixty (60) or more days past due may be referred to a collection. The District may agree to a payment schedule in accordance with an alternative payment plan.

Staff members are required to maintain a positive lunch account balance for themselves at all times. No credit will be extended to staff members.

**Free and Reduced Price Meals:**

1. In selecting students to receive free and reduced price meals, the District will follow federal and state regulations. Consideration will be given to students in families:
  - a. With income levels below the figure established annually by the federal government;
  - b. Receiving any form of public assistance;
  - c. Certified to participate in the government donated commodities or food stamp programs.
2. A decision denying a student's application for the free or reduced prices may be appealed to the district administrator or his/her designee.



3. No student shall be denied an alternative meal simply because a proper application has not been received from his/her parent or guardian.
4. No student shall be required to work for a free or reduced price meal.
5. In providing free or reduced price meals, every effort shall be made to avoid identifying the students receiving such meals. As a result, all students are required to fill out a Free/Reduced Lunch Eligibility Form. In addition, the system for collecting payments from paying students and accounting for free and reduced price meals shall be done in a manner which will protect the anonymity of students receiving free or reduced price meals.