

Food Service Communication Plan

Document	Person(s) Responsible	How Communicated
Lunch Collection Administrative Rule	Jeff Koenig, Renee Mahal	The administrative rule is included in our newsletter and is posted on our website. Our updated rule will be distributed at our Open House.
Free and Reduced Meal Application	Renee Mahal	The Free and Reduced Meal Application is included in our newsletter, is available on our website, and will be distributed at our Open House.
SchoolPay Information	Renee Mahal	A brochure will be available at Open House. We also plan to include the brochure on our website as well as an informational video on SchoolPay.
Doubles/Hungry Appetite Information	Deb Zais	Information is posted on our website and will be distributed with other food service information at our Open House. We will also share this information on our school Facebook page.
Alternative Meal Information	Deb Zais	Information will be posted on our website and also be available in our kitchen specifying what alternative meals will be available for students with a zero balance.
Employee Procedures Document	Jeff Koenig	This will be communicated directly with food service staff, Principals, as well as anyone else working with breakfast/lunch.
Communication Home on Balances	Wendy Hazuga	Letters will be sent home through the mail when food service balances fall below \$25, \$10, and \$5. Letters will also be sent home any day of a 0 balance. Emails will also be sent home daily (to those who provide a current email address in Skyward) when the family balance falls below \$25. Principals will call home weekly any accounts with a -\$5.00 balance or greater. Principals will also call home or Human Services if students utilize 5 consecutive days of the alternative meal.