

EF – FOOD SERVICE MANAGEMENT

The School District will provide a food services program that supports the availability and distribution of healthy foods and beverages during the school day.

All food service personnel will be directly responsible to the Food Service Director and ultimately responsible to the Superintendent or his/her designee.

The Food Service Director is responsible for the planning and preparation of food served in the food service program in full compliance with state and federal law and the school wellness program. The Food Service Supervisor will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

The Food Service Director will develop and maintain a monetary collection system per the following guidelines. This information will also be provided to students and parents at the beginning of the school year in the student/parent handbook.

1. Parents are responsible for providing breakfast, snack, and lunch either by sending these meals in with the student or providing funds for student to purchase such meals.
2. The district is not obligated to provide a free meal for students unless the student has qualified per the federal free eligibility requirements. All other parents/guardians are required to pay for a school-made meal or to provide a home-made meal.
3. Parents are encouraged to pay in advance either by check or online and to monitor their student's food service account balance online.
4. Students will not be allowed to charge for any food service purchases. All food service purchases are cash only.
5. Elementary, middle, and high school students with insufficient funds will be provided meals as stated in this policy. Food service will call parents after two (2) meals have been provided and notify the School Guidance Department if warranted. The School Guidance Department will investigate and provide assistance. Up to five (5) meals will be provided. The price of each meal served will be charged to the student's account as required by state regulations. Parents are responsible for paying the cost of these meals. Student report cards and other school records may be held until payment of the outstanding food service balance is received.
6. Parents/guardians will be informed of the free and reduced meal eligibility requirements. If the student is already on a reduced fee, the parent/guardian will be informed of the free eligibility requirements.
7. Failure to provide a meal by the parent/guardian may result in the parent/guardian being reported to DCYF for child neglect.
8. Staff members will not be allowed to charge for any food service purchases. All food service purchases are cash only.

The Food Service Director will be certified by a NH Department of Education approved program.

All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The Food Service Director will make recommendations to the Superintendent or his/her designee concerning personnel and operational matters related to the food service program.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 189:11-a (Food and Nutrition Programs)

NH Code of Administrative Rules, Section Ed. 306.04(a)(23) (Availability and Distribution of Healthy Foods)

NH Code of Administrative Rules, Section Ed. 306.11 (Food and Nutrition Services)

Section 204 of Public Law 108-265 (Child Nutrition and WIC Reauthorization Act of 2004)

Handbook (None)

APPROVED/REVISED: June 14, 2007, September 4, 2008, August 18, 2011, February 20, 2014, December 4, 2014

PREVIOUS POLICY: None