

## FOOD SERVICE PROGRAM

### **Purpose Statement**

The purpose of the West Fargo School District's Food Service Program is to provide nutritious meals to students. The program shall serve meals that meet the requirements established by the United States Department of Agriculture.

It is the goal of the district to provide student meals for a reasonable price which will also enable the food service program to operate on a not-for-profit basis and fiscally independent from the General Fund. The Board shall determine the price of all meals served through the food service program.

The District participates in the National School Breakfast and Lunch Programs. As a participant in these programs, the District assures compliance with the following requirements:

1. The District shall only claim meal reimbursement for meals in which documentation is available.
2. The District shall determine eligibility for free and reduced lunches for students not categorically eligible in accordance with current Income Eligibility Guidelines.
3. The District shall disseminate applications for free and reduced-priced meals before the start of the school year when possible or within the first week of school. Students who enroll later in the school year shall receive an application at the time of enrollment. The District shall use the Department of Public Instruction (DPI) application form for free and reduced-priced meals.
4. In accordance with federal law and the U.S. Department of Agriculture Policy, the District shall not discriminate on the basis of race, color, national origin, sex, age, disability or other status protected by law. Individuals may file a complaint of discrimination with the USDA Director at the Office of Civil Rights in Washington, D.C.
5. The names of participants for which free or reduced-priced meals may be claimed shall not be published, posted, or announced in any manner and there shall be no overt identification of any such participants by any means. To this end, the District shall establish a system of school meal payment tracking that does not overtly identify any student as receiving free or reduced price meals.
6. The District shall comply with the eligibility appeals procedure contained in 7 CFR 245.7. The Food Service Director or designee is responsible for determining eligibility for purposes of claiming free and reduced priced meals.

### **School Lunch Participation**

School lunch is provided as a convenience. No child shall be forced to participate. Students shall be permitted to bring lunches from home and to eat in the space provided in the school cafeteria. Milk may be purchased.

The responsibility for control of students using the cafeterias will rest with the building principals. Students shall be supervised by school staff at all times.

*Adopted: 04/26/98*

*Reviewed:*

*Revised: 08/31/11*

*06/27/17*

## MEAL CHARGING PROCEDURE

West Fargo Public Schools recognizes that a child's nutrition is very important to the successful learning experience. Students are encouraged to participate in school breakfast and lunch programs to receive healthy and nutritious meals that meet USDA standards.

Parents are expected to have money available in their student's meal accounts, or pay cash for all meal purchases. It is the responsibility of the parent/guardian to keep adequate funds in their student's accounts.

To ensure that students have access to meals, the following procedure has been established to address low balances, meal charges, and alternate meals.

### Low Balance / Negative Balance Notifications

Elementary students (K-5) will receive notifications when they reach a low balance. Full-pay students will be sent reminders when their balance is \$8.00 or below; and reduced-price students will be sent reminders when their balance is \$2.00 or below. Low balances will be communicated by email notifications, letters sent home with children and/or phone calls. Negative balances will receive daily reminders.

Middle school and High school students with low balances will be given verbal reminders at the cashier station only. Cashiers will give reminders when a student's balance is \$5.00 or less. Negative balance accounts will receive daily verbal reminders at the cashier station. Low and negative balances will be communicated to parents by email notifications and/or phone calls. If a pattern of meal charging continues, parents will be encouraged to fill out an application for Free/Reduced Meals.

### Meal Charging

Elementary students (K-5) who are full-pay will be allowed to charge breakfast and lunch meals up to \$12.00, after which no charging will be allowed. Elementary students who qualify for reduced-price meals will be allowed to charge up to \$2.00, after which no charging will be allowed. After reaching the limit on charges, an alternate meal may be served. There is no charge incurred to the student for the alternate meal. Administrative assistants will call the parent to inform that an alternate meal was served and request payment to be sent immediately. Middle school and High school students who are full-pay will be allowed to charge breakfast and lunch meals up to \$6.00, after which no charging will be allowed. Middle school students who qualify for reduced-price meals will be allowed to charge up to \$2.00, after which no charging will be allowed. No ala carte or additional items will be allowed to be charged, including second entrees, or extra milks. After reaching the limit on charges, an alternate meal may be served. There is no charge incurred to the student for the alternate meal.

Students who qualify for free meals can receive one breakfast and one lunch per day. These students must have money in their account to purchase additional items such as second entrees, ala carte or extra milks. No charging is allowed for second entrees, ala carte or extra milks.

### Alternate Meal Definition

Alternate meals will be given to the student discreetly in the school cafeteria.

Breakfast:

All schools- An alternate meal will consist of cold cereal and milk only.

Lunch:

Elementary Schools- An alternate meal will consist of a Sunbutter Sandwich and milk only.  
 Middle Schools/High Schools- An alternate meal will consist of a Peanut Butter Sandwich and milk only.

### **Adult Meals**

Adults are not allowed to charge any meals. There is no exception to this policy.

### **Meal Prepayments**

Parents are encouraged to pre-pay for school meals. WFPS uses MySchoolBucks to accept online meal payments. Parents have the ability to set up a secure online account at [myschoolbucks.com](http://myschoolbucks.com). This allows for parents to make deposits by credit card, view balances, and view transaction activity. Parents can choose to receive balance notifications or set auto-payments. There is no fee for using the online payment system. Instructions for setting up an account are posted on our website at [www.west-fargo.k12.nd.us/district/menus](http://www.west-fargo.k12.nd.us/district/menus).

Meal prepayments can also be made by cash or check directly at your child's school building. If a student brings money for a meal on a given day, the student will be allowed to eat that day with no regards to the negative balance.

### **Account Balances and Refunds**

Positive account balances will be carried over to the next school year. Parents may request a refund of their student's meal account upon transferring out of the district. Parents have the option to transfer funds to a sibling's account, request a refund, or place remaining funds into a donation account to help students in need. All requests for refunds should be made prior to June 15 of the recently completed school year. Requests can be made by an online form on the district website, or by calling Nutrition Services at 701-499-1984.

For graduating students with \$25.00 or less in their account, cash refunds will be given at the cafeteria registers during the last week of classes.

For graduating students with over \$25.00 remaining in their account, refunds will be issued by checks which are mailed home.

Inactive accounts with more than \$25.00 will be contacted by Nutrition Services to determine if a refund is desired.

Funds remaining in all other inactive accounts after June 15 will be automatically placed into a donation account to help students in need.

### **Free and Reduced Meal Applications**

Free and Reduced Meal Applications are available on the WFPS website and in school offices. Applications are accepted anytime during the school year. For assistance with completing an application, please contact the Nutrition Services office at 701-499-1984.

### **Communication to Parents / Collection of Debt**

This policy will be communicated to families in back-to-school packets, in student handbooks, and on the district website.

Parents/guardians are expected to keep their student's account balances current and are responsible for all debt incurred from meal charges.

All meal accounts are expected to be paid in full at the end of each school year. Negative account balances at the end of the school year will be carried over to the next school year, and collection attempts will continue.