

### **Food/School Nutrition Services/Catering**

The Board shall provide a District-wide school nutrition program in compliance with applicable state and federal statutes and regulations. It is the intent of the Board that school nutrition services be a self-supporting program.

#### **MEALS**

Cafeterias shall serve meals that meet or exceed the requirements specified by state and federal regulations.

#### **PREPAYMENT OF MEALS**

Prepayment of meals is encouraged. Positive balances on accounts may be used to purchase meals as well as a la cart items. Prepayments can be made at the school cafeteria or by using the online payment system.

#### **MEAL CHARGES**

Students shall be allowed to charge up to six (6) meals. This service is designed to cover a student who occasionally forgets or loses his/her money. This service is not designed or intended to provide a credit service for continuous charging. The Superintendent/ designee shall initiate the established collection process to include notification of parents and appropriate follow-up. Food Service funds shall not be used to collect or initiate formal collection actions.

Students shall not be permitted to charge a la carte items.

Adults, including district employees and substitutes, shall not be permitted to charge meals or a la carte items.

Payments can be made at each school's cafeteria or by using the online payment system.

#### **DISPUTED CHARGES**

Parents/guardians have two weeks from the date of the transaction to dispute purchases/charges to student accounts, unless extenuating circumstances can be proven.

#### **FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR**

The District (or food service area to which the District belongs) shall appoint/select a Food Service/School Nutrition Program Director to oversee and manage the school nutrition service program. All Food Service/School Nutrition Program Directors shall meet minimum educational requirements and annual training requirements in accordance with federal and state law.

Each school, with the exception of satellite schools, shall have a cafeteria manager who supervises all food service workers in that school. All food service employees within the individual school are also under the supervision of the school principal.

#### **ANNUAL REPORT/PUBLIC FORUM**

Immediately following the release of the annual school nutrition report, the Board shall discuss the findings and seek public comment during a publicly advertised Board meeting.

By January 31 of each year, the Board shall hold an advertised public forum to present a plan to improve school nutrition in the District.

The District shall compile a summary of findings and recommendations and submit the summary to the Kentucky Board of Education.

**Food/School Nutrition Services/Catering****DISCRIMINATION COMPLAINTS**

The District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its school nutrition program.

Anyone wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

District personnel shall assist parents/guardians and students wishing to file a complaint.

**SPECIAL DIETARY NEEDS**

Students whose dietary needs qualify them for an adaptation under law shall be provided reasonable accommodations in keeping with local procedures.

**REFERENCES:**

[KRS 156.160](#); [KRS 158.852](#); [KRS 158.856](#); [KRS 160.290](#)  
[702 KAR 006:010](#); [702 KAR 006:050](#); [702 KAR 006:075](#); [702 KAR 006:090](#)  
7 C.F.R. §210.23, 7 C.F.R. §210.30; FNS Instruction 113  
Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

Adopted/Amended: 7/9/2015  
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