

## Food Service Management

### I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures throughout the buildings in the provision of meals to students.

### II. GENERAL STATEMENT OF POLICY

- A. Aitkin I.S.D. #0001 recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B. It is the policy of District #0001 to offer breakfast and provide lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner.
- C. Students may purchase meals when funds have been deposited into their family accounts, meals are paid through a debit system.
- D. Families may apply for free/reduced meals anytime during the school year. Applications are mailed to all families in the school district prior to the school year. In addition, applications are available at the District Office and in all school offices.

### III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS:

- A. The student will be notified when the family account is at \$10.00 or less.
- B. The parent/guardian will be notified when accounts are low.
- C. Students will be notified in line each day that their account is less than \$10.00. Modification of the dollar amount may be made for students. This will be determined by the Food Service staff and will be based on individual family situations.
- D. When the balance is negative and the family has been notified, children may be denied the hot meal for the day. A sandwich may be served in place of the hot meal. Students with low accounts will be able to have all the fruits and vegetables along with a milk.

If the negative balance is not corrected, Food Service personnel or the building principal or their designee will contact the family and review with them their responsibility to provide meals for their children.

**Source:** Aitkin Independent School District No. 0001, Aitkin, MN

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