

Required \_\_\_\_\_  
Local \_\_\_\_\_

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

**WELFARE**

5251 (a)

**FOOD SERVICE MANAGEMENT**

**STUDENTS**

The Board of Education recognizes that school cafeterias are a part of the total school program. The Board shall therefore provide adequate facilities, resources and personnel for the provision of food services for all elementary students in District schools.

Food service management is the responsibility of the Director of Business and Facilities with day-to-day supervision of the program provided by the School Lunch Manager. The school food service program shall be operated in the most nutritious, economical, efficient and satisfactory method given student needs and district resources. Food Services should promote, by example the development of life-long healthy eating habits according to the wellness policy.

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch Program and to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price, in addition to full price breakfast and lunches, to students in the District schools.

The Superintendent of Schools or his/her designee shall have the ultimate responsibility to carry out the rules of the School Lunch Program. The determination of which students are eligible is the responsibility of the Superintendent or his/her designee. Appeals regarding eligibility should be submitted to the School Lunch Manager.

**Child Nutrition Program**

Unpaid charges place a financial strain on the Child Nutrition Program. As a self-sustaining program it does not automatically receive general fund support for routine operations, and thus must generate funds through student and adult sales, ala carte sales and federal/state reimbursement. Unpaid charges reduce revenue which affects the ability to pay outstanding bills and employee salaries. Uncollected charges may result in higher meal prices for all students.

**Prepayments**

At the start of the school year, parents will be encouraged to deposit money into a student account so that adequate funds are readily available to purchase meals and ala carte items. This payment can be made by sending cash, money order, or check (checks are accepted only until May 15). Checks and money orders should be made out to the Elmont UFSD. This eliminates the need for the parent to send money with the student each day. It also

helps increase the speed of the serving line so students have more time to eat meals during their designated mealtime.

**Positive and Negative Balances**

All positive and negative balances remaining at the end of a school year will be carried into the following school year.

**Meal Payments**

Because of the District's participation in the child nutrition program, the Board approves the establishment of a system to allow a student to charge meals and ala carte items, whether at a full or reduced rate, as follows:

1. The Elmont Union Free School District will allow students who do not have money to charge meals.
2. No charging of ala carte items will be allowed if a student's account has a negative balance.
3. On the computerized Point Of Sale (POS) system, the charge will show as a negative account balance on the student's account. After each charge, the cafeteria cashier will provide the student with a written notification advising them of the negative balance. Payments on charges should be made the following school day. Payments should be brought directly to the cafeteria and given to the cashier for proper record keeping.
4. Once a student's account has gone into a negative balance for 5 (five) meals, the school lunch manager shall notify the parent by telephone and also send a written notification to the parent. Additionally, the school lunch manager shall notify the building principal.
5. If a student's account goes into a negative balance for ten (10) meals, the building principal or his/her designee shall call the parent into the school for a conference to explain the importance of child nutrition and to collect the funds owed to the district.
6. When a student brings in money to pay for their charges, the cashiers will ring up the money as "Charges Paid" and not as new ala carte sales. Ala Carte sales will not be allowed if a student has a negative balance for meals.
7. Charges for meals must be counted and logged for reimbursement on the date the meal was charged.

8. Parents shall be advised in writing at the beginning of the school year of this Food Management Policy. Additionally, this policy shall be posted on the District website. New entrants will be provided with a copy of this policy during the initial student registration process.
9. On June 1<sup>st</sup> of each year, students and parents will again be contacted to pay their outstanding charges. Students in the 6<sup>th</sup> grade who are approaching their graduation with a negative balance will not be permitted to participate in end of the year activities and will not receive their report card and graduation certificate. Students in grades K-5 with a negative balance of \$10 or more will not receive their report card.

**Monitoring and Policy Review**

The School Lunch Manager will ensure district-wide compliance with this established Food Service Management policy. Each building principal will ensure compliance with this policy in their school.

**Policy**

**Adopted: September 17, 2008 (approved at Board Meeting 09/16/08)**

**Amended:**