

## **CHAPTER 5**

### **5.9 Child Nutrition Programs (Revised May 27, 2004)**

The school lunch program of Marshall County Schools is organized and operated under the direction of the child nutrition director for the purpose of providing healthy meal options for the pupils of Marshall County.

#### **5.9.1 Breakfast/Lunch/Snacks-**

All schools must serve the required meal components as specified by the latest directive from the U.S.D.A./ West Virginia Department of Education Office of Education Child Nutrition. These requirements shall be furnished to the child nutrition staff by the child nutrition director.

#### **5.9.2 Excess Food**

Cooks should be taught to prepare proper amounts of food, but "second helpings" may be given to consume any excess food.

In no case may food be carried home by cooks or other personnel.

#### **5.9.3 Cooks**

See Sections 4.15 and 4.16.

#### **5.9.4 Supervision**

Teachers in the school may be required to share the supervision of the lunchroom and of any remaining time in the lunch period at the direction of the principal.

#### **5.9.5 Responsibility for Program**

The operation of a school lunch program is the responsibility of the child nutrition director. Duties include menu creation, observation of sanitation regulations, operational duties, and financial success.

#### **5.9.6 Financial Accounts**

See Section 3.14.4, Item 16.

#### **5.9.7 Free and Reduced Priced Meals**

The child nutrition program will serve free and reduced price meals to students determined eligible by the current USDA Income Eligibility Guidelines as

approved by the West Virginia State Department of Education and the Marshall County Board of Education.

#### **5.9.7.1 Consideration of Cases**

All children, including those whose parents are on Welfare Programs (A.D.C., D.P.A., etc.), those from needy low-income families not subsidized by Welfare Programs, and those from moderate income families where special circumstances or emergency conditions warrant consideration, shall be given consideration in determining eligibility for free or reduced price meals.

#### **5.9.7.2 Application for and Records of Free and Reduced Lunch Students**

At the beginning of the year school administrators will send applications for free and reduced priced meals to parents/guardians of every student. The child nutrition director will be responsible for accruing sufficient substantiating evidence of need to satisfy audit by county accountants, W. VA.. Department of Education, and U.S. Department of Agriculture. Parents and guardians should share in the responsibility of providing the necessary substantiating evidence of need.

The cooperation of the school nurses, the attendance officer, guidance counselors, related state agencies, employers, and/or other recognized qualified persons, should be sought out in an effort to gather substantiating evidence not otherwise provided.

The child nutrition director will keep applications on file for purposes of audit and review.

#### **5.9.7.4 Pupil Identification**

Each school shall institute policies and practices in the administration of their respective child nutrition programs so as to avoid overt identification of pupils receiving free or reduced price lunches.

The use of physical segregation or discrimination, and issuance of readily identifiable tickets, tokens, or vouchers is specifically prohibited.

Pupils receiving free or reduced meals may not be required to perform work tasks in lieu of payment, but may serve on a voluntary basis, provided that all pupils have the opportunity to volunteer for such service. Selection should be based in part upon ability to perform the tasks and not entirely upon need.

#### **5.9.7.5 Allocation of Funds (State/Federal)**

Federal monies allocated to Marshall County Schools for the purpose of defraying or partially defraying the incurred costs related to and accruing from the providing of free or reduced price lunches, are receipted to the child nutrition account.

#### **5.9.7.6 Periodic Review**

The child nutrition director shall conduct periodic reviews of the policies contained in this section. A report of these reviews shall be given to the superintendent.

Recommendations of the child nutrition director, endorsed by the superintendent, for additions, deletions, or modifications shall be studied and acted upon by the Marshall County Board of Education.

#### **5.9.7.7 Financial Jeopardy**

At any time that evidence is furnished the Board of Education that is indicative of present or future financial jeopardy accruing to the child nutrition program(s) while operating under any current "Family Rate Schedule", the Board shall be obligated to exercise its prerogative to direct the superintendent to issue a directive (also see Section 3.2.4), consistent with Board approval, amending the "Family Rate Schedule".

#### **5.9.7.8 Collection Policy**

##### **5.9.7.8.1 Overview**

Marshall County Schools makes available breakfast and lunch to all children daily. Snacks are also made available at approved snack sites. Adult employees are also offered the privilege of participating in this program. Marshall County Schools has implemented a billing system whereby students and employees may charge meals daily at the school level. Parents/legal guardians and Marshall County School employees are responsible for paying monthly food service meal charges. Marshall County Schools will not extend charging privileges to any individual with a billed account balance of \$35.00 or more. Once charging privileges have been suspended, parents/guardians must send cash daily, pay bill in full, or send a lunch with the student.

#### **5.9.7.8.2 Tracking of Debt**

The Marshall County Board of Education has the authority to track and collect all debts as long as the child is a student of the Marshall County School system.

#### **5.9.7.8.3 Non-Sufficient Funds**

In addition to any bank charges that apply to non-sufficient funds checks, Marshall County Schools will also apply a \$10.00 service charge for non-sufficient checks received.

#### **5.9.7.8.4 Non-Discrimination**

Marshall County complies with all Federal and State Regulations while providing healthy meals to children.

In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, age or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). This institution is an equal opportunity provider and employer.