

## EF – FOOD AND NUTRITION SERVICE MANAGEMENT

The School District will provide a food services program that supports the availability and distribution of healthy foods and beverages during the school day.

All food service personnel will be directly responsible to the School Food & Nutrition Service Director and ultimately responsible to the Superintendent or his/her designee.

The School Food & Nutrition Service Director is responsible for the planning and preparation of food served in the food service program in full compliance with state and federal law and the school wellness program. The School Food & Nutrition Service Director will order supplies, keep accurate records of financial transactions connected with the food service program, and prepare all records and reports as required.

The District will seek to ensure that all students have access to school-provided meals. The Superintendent or designee will develop meal-payment procedures for school provided meals. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures, regardless of ability to pay for such a meal. Students will not be allowed to charge a la carte food purchases. All a la carte purchases are cash only. The School Food & Nutrition Service Director will develop and maintain a monetary collection system per the following guidelines. This information will also be provided to students and parents at the beginning of the school year in the student/parent handbook.

- All students are issued a student meal management software account. Parents have access to this account. Details for accessing these accounts will be posted here [Food & Nutrition Service](#).
- In the event that a student does not have money in their account, the meal will be provided and the parents will need to reimburse for the meal through the student meal management software account.
- Parents will be notified if/when their student's account is in arrears.
- Parents are encouraged to pay in advance either by check or online and to monitor their student's food service account balance online.
- Parents/guardians will be informed of the free and reduced meal eligibility requirements. Applications are available online or on paper forms throughout the year as circumstances change.
- Staff members will not be allowed to charge for any food service purchases. All food service purchases are cash or check only.

The School Food & Nutrition Service Director will be certified by a NH Department of Education approved program. All food service employees shall, within their first year of employment, obtain a certificate of completion for an approved sanitation course.

The School Food & Nutrition Service Director will make recommendations to the Superintendent or his/her designee concerning personnel and operational matters related to the food service program.

Statutory/Regulatory/Policy/Handbook Cross References

RSA 189:11-a (Food and Nutrition

Programs)

NH Code of Administrative Rules, Section Ed. 306.04(a)(23) (Availability and Distribution of Healthy Foods)

NH Code of Administrative Rules, Section Ed. 306.11 (Food and Nutrition Services)

Section 204 of Public Law 108-265 (Child Nutrition and WIC Reauthorization Act of 2004)

Handbook (None)

Policy JLCF Wellness Policy

PREVIOUS POLICY: None

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