

Integrated Day Charter School
Governing Board



Policy Series: 3000
Policy Number: 3542

Administrative Regulations

Food Service Program Operations

Free and Reduced Price Meals:

Application materials shall be provided to each IDCS family during August home visits or during the first week of school. Applications will also be provided throughout the course of the school year to any new student enrolling or for any family that experiences a change in their financial situation. Only one application is required per family. Eligibility will be determined based on the criteria published by the federal and state agencies involved. Confidentiality of family information will be strictly maintained and meals will be served in a manner so that the qualification status of a child remains confidential. Eligibility determinations will be made by Business Office staff and any eligibility appeals will be heard by the Director or Assistant Director. The Business Office is responsible for preparation and submission of all program materials to the SDE Child Nutrition Office.

Food Service Program Operations:

Reimbursable meal prices shall be set annually by the IDCS Governing Board. All other item pricing shall be set by the Director or designee so as to cover the costs of producing and serving the item. Families may deposit money into a lunch account for their child, from which meals will be paid, or money can be sent in on a daily basis. Hot lunch orders are due by 9:00 a.m. each day to allow for proper preparation in the kitchen. Students who have not ordered hot lunch in the morning and do not have a lunch when they arrive in the lunchroom may either pay for a la carte offerings or receive a cold alternate meal that will meet the reimbursable meal component requirements. The cold alternate meal will be priced the same as a hot lunch.

A student's food service account balance will roll over from one year to the next, until the student exits the school. Any balance in excess of \$5.00 will be refunded when exiting. If a student has a younger sibling still attending IDCS, the account balance can be transferred to the sibling's account. Advance payments can be made by check, payable to "IDCS Lunch Program". The money should be accompanied by a detailed explanation as to what student the money is to be credited to. Daily lunch order receipts will be turned in to the Business Office where the student's account will be credited and the deposit prepared. The bank deposit will be completed by the front office staff. Money received in the lunchroom will be prepared for deposit by the manager or cashier and turned over to the front office staff.

The front office staff will send a letter home when a student's account reaches a negative balance. **Students with insufficient funds in their account will be allowed to charge 2 hot lunches, but will receive a cold alternate meal thereafter until their account is brought up to date.** Families are responsible for paying for all meals their children eat.

At the IDCS, lunch is served "family style" as a part of the social curriculum. Older students are encouraged to assist younger students as well as assist in the serving and clearing of the meal. In order to meet federal guidelines for reimbursable meals, the food service staff will place a suitable amount of each meal component on the table for those buying hot lunch and adults monitoring the lunchroom will actively encourage students to take all of the meal components.

The School Breakfast Program, when implemented, will consist of a “grab and go” service that will be eaten in the classroom. Custodial service will be provided to remove the additional trash accumulation and attend to any spills. Meals will be logged as they are taken and charged against the student’s account unless paid for with cash. Free and reduced pricing will apply for those qualified.

The After School Snack Program will provide a nutritional, healthy snack that meets reimbursable guidelines for students attending the after school program. Snacks will be planned and ordered by the food service staff and provided to the after school program director for serving and counting. Unused snacks will be returned to the kitchen for storage. The After School Snack Program offers free snacks to all participants as long as IDCS is located in a Norwich Public School enrollment zone that qualifies as “area eligible.”

Competitive Food Sales:

The Food Service Manager shall ensure all foods sold as part of the breakfast, lunch or after school snack program meet the requirements as published in federal and state regulations. Any other food sales during the school day (fundraising) cannot be sold within 30 minutes of the start, to 30 minutes after the end, of any of these meal periods. The proceeds from sales of any food items during those exclusion periods must accrue to the food service program, in accordance with federal and state laws and regulations. No beverages other than those approved under state regulations may be sold at any time during the regular school day. The following are the only approved beverages that may be sold:

- ✓ **Milk** (flavored or plain), with no more than 4 grams of sugar per fluid ounce and no artificial sweeteners.
- ✓ **Nondairy milks** (such as soy or rice milk) with no more than 4 grams of sugar per fluid ounce and no artificial sweeteners, no more than 35 percent of calories from fat per portion and no more than 10 percent of calories from saturated fat per portion.
- ✓ **100 percent fruit juice, vegetable juice or combination** of such juices, with no added sugars, sweeteners or artificial sweeteners.
- ✓ **Beverages that contain only water and fruit or vegetable juice** and have no added sugars, sweeteners or artificial sweeteners.
- ✓ **Water**, which may be flavored but contains no added sugars, sweeteners, artificial sweeteners or caffeine.
- Portion sizes are limited to no more than 12 fluid ounces, with the exception of water.

The sale of beverages other than those listed above may be authorized by the Governing Board for sale at an event (*outside the regular school day*) provided the sale is in connection with an event occurring after the end of the regular school day or on the weekend, the sale is at the location of the event and the beverages are not sold from a vending machine or school store.

If the Governing Board opts for Healthy Food Certification, the sale of all food items during the school day, to include any fundraisers, will require compliance with the Connecticut Nutrition Standards and the same exemption requirements will apply for sales at events outside the regular school day.