

**Food/School Nutrition Services**

The Board shall provide a District-wide school nutrition program in compliance with applicable state and federal statutes and regulations. It is the intent of the Board that school nutrition services be a self-supporting program.

**MEALS**

Lunchrooms shall serve meals that meet or exceed the requirements specified by state and federal regulations.

**MEAL CHARGES**

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school level staff including school nutrition employees involved in policy enforcement.

Food Service cashiers may allow each student, who occasionally loses or forgets to bring money, to charge up to three (3) plate lunches. When a student accumulates more than three (3) meal charges, the Principal/designee shall initiate the established collection process to include notification of parents and appropriate follow-up. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent and may be directed to the Board Attorney.

If a student needs to charge more than three (3) lunch meals before previous charges have been collected, the Food Service Program Manager/designee must approve additional charges.

Food Service funds may be used to pay delinquent meal charges.

Students shall not be permitted to charge a la carte items, nor shall adults be permitted to charge meals or a la carte items.

**SPECIAL DIETARY NEEDS**

Students whose dietary needs qualify them for an adaptation under law shall be provided accommodations in keeping with local procedures.

The District Food Service Program will adhere to USDA requirements for accommodating students with special dietary needs.

All parents shall be provided notice of how to request meal accommodations and how to submit a grievance related to a request for modifications based on a disability, at the beginning of each school year or upon enrollment in the District for students transferring in mid-year.

**FOOD SERVICE/SCHOOL NUTRITION PROGRAM DIRECTOR**

The District (or food service area to which the District belongs) shall appoint/select a Food Service/School Nutrition Program Director to oversee and manage the school nutrition service program. All Food Service/School Nutrition Program Directors shall meet minimum educational requirements and annual training requirements in accordance with federal and state law.

**Food/School Nutrition Services****ANNUAL REPORT/PUBLIC FORUM**

Immediately following the release of the annual school nutrition report, the Board shall discuss the findings and seek public comment during a publicly advertised Board meeting.

By January 31 of each year, the Board shall hold an advertised public forum to present a plan to improve school nutrition in the District.

The District shall compile a summary of findings and recommendations and submit the summary to the Kentucky Board of Education.

**DISCRIMINATION COMPLAINTS**

The District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its school nutrition program.

Anyone wishing to initiate a complaint concerning discrimination in the delivery of benefits or services in the District's school nutrition program should go to the link below or mail a written complaint to the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)

District personnel shall assist parents/guardians and students wishing to file a complaint.

**REFERENCES:**

[KRS 156.160](#)

[KRS 158.852](#); [KRS 158.856](#)

[KRS 160.290](#)

[702 KAR 006:010](#); [702 KAR 006:050](#)

[702 KAR 006:075](#); [702 KAR 006:090](#)

7 C.F.R. part 15b; 7 C.F.R. §210.23; 7 C.F.R. §210.31; FNS Instruction 113

Section 504 of Rehabilitation Act of 1973, Americans with Disabilities Act

USDA Guidance for Accommodating Children with Special Dietary Needs

P.L. 111-296

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