

Business/Non-Instructional Operations

Food Service

General

The Waterford Public Schools will operate a lunch program in each school as authorized and regulated by State law.

Food service shall include hot lunches and milk through participation in the National School Lunch Program. The Board of Education (Board) shall approve prices set for the lunches and milk. Families where hardship exists, as determined by the National School Lunch Program, may have their children served on a free or reduced price basis as applicable under the National School Lunch Program requirements.

Purposes and Facilities

The school lunch program shall be an integral part of our total educational program.

To accomplish this objective with appropriate economy, all administration of the Food Services Program will be coordinated in the Business Office. Business functions to be centralized will include central purchasing of food and supplies, a system-wide salary schedule for all food service employees, planned nutritionally balanced menus, and regular audit of all accounts.

The educational aspects of the school lunch program will be the responsibility of each Building Principal, subject to advice, counsel, and direction from the Food Services Director.

Records and Reports

Monthly reports and operating statements for the school lunch program and cafeterias shall be prepared by the Food Services Director, reviewed by the Business Manager and transmitted to the Superintendent of Schools (Superintendent). Quarterly reports to the Board will be presented at regular meetings.

Free or Reduced Price Lunches

National School Lunch Program regulations require that lunches be provided for needy students when family income is insufficient to provide the basic necessities, including food of the proper quality and amount for good nutrition. The Board shall follow all applicable Federal and State guidelines to carry out this program.

A letter and application form will be distributed to all parents during the first day of school. The letter will contain information on the eligibility standards, procedures for applying for free and/or reduced price meals for children, and how an appeal may be filed for an adjustment in the decision with respect to their application. This information and an application form will be provided whenever a new student is enrolled.

Business/Non-Instructional Operations

Food Service

Free or Reduced Price Lunches (continued)

A public news release containing this same information will be made available to local news representatives early in the school year. Copies of this public release will be made available upon request to any interested party. Subsequent changes in the school eligibility standards during the school year, which are approved by the State agency, will also be publicly announced.

1. Free or reduced price lunches and/or supplementary milk will be provided for all students who qualify on the basis of financial need.
2. There shall be no discrimination in the furnishings of meals or supplementary milk (because of race, religion, handicap, source of income, etc.)
3. The anonymity of students receiving assistance under this policy shall be protected. The names of these students will be treated in a confidential manner. They will use the same tickets for milk and lunch and will obtain these items in the same manner and place as do all other children.
4. Requests for free lunches, reduced price lunches and/or supplementary milk which have been denied may be appealed to the Superintendent or his/her designee.
5. Records of students receiving assistance will be kept in Food Service Director's office. A monthly report will be submitted to the school system office where records for audit purposes will be maintained.
6. If school authorities feel that a family's financial situation has changed, and the students are no longer eligible for free meals, the Superintendent will ask for a review of the facts of the situation. If the facts warrant it, the Superintendent may institute a hearing procedure to question the continued eligibility. In the event of such a challenge, the family will be given a reasonable period of time in advance of the hearing to review the information on which the challenge is based. Students will continue to receive free meals until the conclusion of the hearing.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

Business/Non-Instructional Operations

Food Service

Legal Reference: (continued)

10-216 Payment of expenses.

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

State Board of Education Regulations

10-215b-1 School lunch and nutrition programs.

10-215b-11 Requirement for meals.

10-215b-12 Reimbursement payments. (including free and reduced price meals)

Policy adopted: March 18, 2004

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut