

# **730 - Food Services Management**

**POLICY #730**

## **FOOD SERVICES MANAGEMENT**

### **I. PURPOSE**

The purpose of this policy is to establish consistent meal account procedures throughout the buildings in the provision of meals to students.

### **II. GENERAL STATEMENT OF POLICY**

Cambridge-Isanti Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.

It is the policy of Cambridge-Isanti Schools to offer breakfast and provide lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner.

Students may purchase meals when funds have been deposited into their family account.

Families may apply for free/reduced meals anytime during the school year. Applications are mailed to all families in the school district prior to the school year. In addition, applications are available at the district office, all school offices and on the districts website under Food Service.

### **III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS**

A. Students will be notified in the line each day that their account is less than \$10.00.

B. Families may sign up for a low balance e-mail alert through Family Access. An e-mail will be sent each day that the balance is below \$10.00.

C. When the balance is negative, a courtesy meal of milk and cereal will be offered at breakfast and a sandwich and milk will be offered at lunch.

D. After the second day in succession of offering the courtesy breakfast and lunch, the food service cashier will contact the food service Administrative Assistant. The Food Service Administrative Assistant will review the account, actions taken and attempt to contact the parent/guardian. If the Food Service Administrative Assistant's attempts are not successful, the School Counselor/Social Worker will be contacted and asked to assist.

E. Assistance from county Social Services may be requested by the school social worker/counselor for possible neglect when above procedures are unsuccessful.

**Source:** Cambridge-Isanti Schools

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