

The board shall provide cafeteria facilities in all school buildings where space permits and will provide food service for the purchase and consumption of breakfast and lunch for all students in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the board.

**Dietary Modifications**

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b.

A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such a request of the Director of Food Service shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b., must be submitted within five (5) school days from a

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health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

The district may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.

### **Meal Charges**

Lunches sold by the school may be purchased by students, staff members, and community residents in accordance with the rules of the district's school lunch program.

All students will be permitted to purchase à la carte as long as they have a positive balance to cover the charge or have cash to pay for à la carte items.

The operation and supervision of the food-service program shall be the responsibility of the Director of Food Service. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from à la carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service

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account.

**Bad Debt**

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection costs, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the district general fund, state or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

**Negative Account Balances and Collection**

1. As a courtesy, all families with account balances less than \$15.00 will be contacted by the automated calling system.
2. All families with account balances less than zero (0) dollars will be personally contacted by phone, email or mail.
3. Payment is due immediately upon notice.
4. The parties may discuss payment plan options with the business manager.
5. Debt in a student food service account is not automatically discharged, forgiven, reduced at the end of the school year, due to a change in a student's enrollment status (e.g. graduates, transfers, drop-outs, etc.), or in their financial qualifications (goes from paid to reduced or free after the debt is accumulated).
6. At its discretion, the district may continue to pursue collection efforts.
7. The Monday following the second notification (automated call, letter, statement or personal call) to families for insufficient funds, students in:
  - a. Elementary and Middle School students: Will be offered a sandwich, fruit, and milk.
  - b. High School students: Will not be allowed school meals until the debt is paid.
  - c. Students bringing cash will be allowed to purchase a school meal and/or à la carte items for that day.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The policy and implementing guidelines will also be provided to all district staff with responsibility for enforcing the policies. The policy and guidelines will be posted on the district website.

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**Additional Information and Assistance**

1. For general assistance with issues and questions related to the district's food service program, including eligibility and applications for free or reduced-price meals, contact the food service department.
2. For questions about payments made, please contact the office where the payment was sent by calling 715-743-3323.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the district's food-service program, are to be sold during food-service hours.

The district's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines and may only be sold in accordance with board policy. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in board policy.

The district administrator will require that the food service program serve foods in the schools of the district that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The district administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the district's compliance with the standards at one of its regular meetings annually.

**Nondiscrimination Statement**

The following statement applies to all programs administered by the district that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

USDA Nondiscrimination Statement and Complaint Information:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., braille, large print, audiotape, American sign language), should contact the responsible state or local agency that

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administers the program or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866)632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
Fax: (833)256-1665 or (202)690-7442; or  
Email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the district must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Legal References: SP 32-2015 Statements Supporting Accommodations for C  
children with Disabilities in the Child Nutrition  
Programs  
SP 59-2016 Modifications to Accommodate Disabilities in  
the School Meal Program  
OMB Circular No. A-87 USDA Smart Snacks in School Food  
Guidelines (effective July 1, 2014) Child Nutrition Act  
of 1966, 42 U.S.C. 1771 et seq.  
Healthy, Hunger-Free Kids Act of 2010 and Richard B.  
Russell National School Lunch Act, 42 U.S.C. 1751 et seq.  
42 U.S.C. 1758  
15.137, Wis. Stats.; 93.49, Wis. Stats.;  
115.34 - 115.345, Wis. Stats.; 120.10(16), Wis. Stats.;  
120.13(10), Wis. Stats.  
7 C.F.R. Part 15b; 7 C.F.R. Part 210; 7 C.F.R. Part 215;  
7 C.F.R. Part 220; 7 C.F.R. Part 225; 7 C.F.R. Part 226;  
7 C.F.R. Part 227; 7 C.F.R. Part 235; 7 C.F.R. Part 240;  
7 C.F.R. Part 245  
42 U.S.C. Chapter 13

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