

## Food Services Management

No.760  
(A) 1-11-93  
(R) 10-10-94  
(R) 5-14-01  
(R) 11-9-15  
(R) 10-10-16

All students in the District shall have the opportunity to participate in the Food Service program which shall be administered by the Food Service Director in accordance with established guidelines.

A Food Service information packet will be distributed once yearly to all families in the District. This shall include Food Service policies and a Free/Reduced Meal application.

The Food Service program shall comply with all Federal and State regulations pertaining to the selection, preparation, delivery and consumption of food and beverages as well as the fiscal management of the program. In addition, as required by law, a Food Safety program based on the principal 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.

It is established that the Districts Food Service program is a pre pay system, with all purchases being debited against the family account by the use of a PIN number. Refer to FOOD SERVICE account management Rule 760.

No foods or beverages, other than those associated with the District's Food Service program, are to be sold during the hours that the food service program is operational. The food service program shall serve only food and beverage items that are in compliance with the current USDA guidelines and "Smart Snack" rules. Any food and/or beverages that are available for sale to students on the school campus, between midnight and thirty (30) minutes after the close of the regular school day, shall also comply with the current "Smart Snack" rule.

Food service prices shall be established by the Food Service Director and reimbursable meal prices shall be recommended to the Board annually. In accordance with State guidelines, the district shall offer free/reduced price meals to students who qualify.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA Programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil right activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program [intake@usda.gov](mailto:intake@usda.gov)

This institution is an equal opportunity provider.

**Legal References:** Wisconsin Statutes s.118.13  
s.120.10 (16)  
s.120.13(16) and (10)  
PI 9.03(1) of the Wisconsin administrative Code

**Cross Reference:** Student Discrimination Complaint Procedures  
Procedures: Student Fees  
Procedures: Food Service Account Management