



## **FOOD SERVICES MANAGEMENT**

The Regional School Unit-24 (RSU) Board (RSUB) directs the RSU to operate the school nutrition program in compliance with federal and state law and the guidelines of the Maine Department of Education (DOE) rules and regulations.

The Superintendent shall exercise control of the overall operation and efficiency of the RSU's school nutrition program.

The food service employees in each RSU school are directly responsible to the RSU food service manager, through their assigned Supervisor. The food service staff shall also cooperate with the Building Administrator (BA) of their school in matters essential to the proper functioning of the food services program. The BA has the responsibility for the control of students using the cafeteria.

The RSUB shall review and approve the prices for school meal and milk prices as required, not to exceed the DOE set maximum. Menus will be posted on the RSU website a minimum of one (1) week prior to the first of each month.

As required for participation in the School Breakfast Program and/or the National School Lunch Program, as well as for the most efficient operation of the RSU lunch program, the RSUB establishes the following operating Guidelines:

- A. All student meals served within the RSU will meet federal guidelines;
- B. Meals will be provided to all students that have been approved for free and reduced price meals.
- C. Meals are expected to be paid for in advance or at the time of sale.
- D. Any student that has a debt of more than \$33.00 will not be served hot lunch, but will be served a "limited lunch", which consists of a sandwich, juice and milk.
- E. An advisory letter will be sent to parent's by the RSU Food Service Department if/when their student's account reaches a "minus" amount.
- F. A notification can automatically be sent to parents who pay on line whenever their student's account reaches the amount they specify as their "notification level". (Parent Choice)
- G. A student that has a debt of \$15.00 or more will not be allowed to purchase Ala Carte items. (this includes cash sales) (Ala Carte is defined as extra milk, juice, or any food that is for sale separate from a "standard reimbursable meal").
- H. Any check(s) that must be processed for insufficient funds will incur a \$25.00 "Returned Check Fee". If two (2) checks from an individual and/or account have been processed for insufficient funds, no further checks will be accepted for payment by that individual/account.
- I. Payment may be made on line at <https://www.mynutrikids.com/Login.aspx>, utilizing a credit card, or at school by cash or check.

**NOTE:** Students may bring their lunches from home and purchase Ala Carte items if not in debt to the RSU lunch program.

NOTE: Parents are encouraged to apply for free or reduced lunch at any time, as this benefits both the family and the RSU.

NOTE: If a student's account remains at/over the \$33.00 debt limit for more than a two weeks period, the parent must contact the Food Service Director and set up an appointment to meet and complete an application for free and reduced lunch, and/or set up a repayment plan. Parents are strongly encouraged to complete this action soon as possible, and not wait for the two (2) week period!

NOTE: Failure to pay a Food Service debt owed to the RSU may result in action by the Superintendent, up to and including referral to Small Claims Court, at his/her sole discretion.

Reference:       7 CFR 210 - National School Lunch Program  
                      215 – Special Milk Program  
                      220 – School Breakfast Program  
                      245 – Free and Reduced Price Eligibility  
                      Maine Department of Education Rule Chapter 51

First reading: 19 October, 2010

Adopted: November 16, 2010