

ELLSWORTH SCHOOL DEPARTMENT**FOOD SERVICE MANAGEMENT**

The Ellsworth School Department Board (ESDB) directs the Ellsworth School Department (ESD) to operate the School Nutrition Program (SNP) in compliance with the federal guidelines of the Maine Department of Education (DOE) rules and regulations.

The Superintendent shall exercise control of the overall operation and efficiency of the SNP and its expenditures.

The Food Service employees (FSE's) are directly responsible to the Ellsworth School Department Food Service Supervisor/Cook in each Ellsworth school, all reporting to the Food Service Director (FSD). The FSE's shall also cooperate with the building administrator (BA) of their assigned school in the matters essential to the proper functioning of the SNP. The BA is responsible for the conduct of students using the cafeteria.

The ESDB shall review and approve the prices for the ESD meal and milk prices as required, not to exceed the DOE set maximum. All menus shall be posted on the ESD website and released to the local press and parents a minimum of (1) week prior to the first of each month.

As required for the participation in the National School Breakfast and/or the National School Lunch Program, as well as for the most efficient operation of the ESD lunch program, the ESDB establishes the following procedures:

- A. All students meals served within the ESD must meet the federal guidelines.
- B. Meals will be provided to all students that have been approved for free and reduced price meals.
- C. All meals are expected to be paid for in advance.
- D. An advisory letter will automatically be sent to parent's from the ESD FSD if/when their students account reaches an amount established by the FSD.
- E. A student that has a debt of more than \$33.00 will not be served the hot lunch, but will be served a "limited lunch", which consist of a sandwich, juice and milk.
- F. A student that has any level of debt will not be allowed to purchase Ala Carte items, including cash sales. Payments may be made on line at <https://www.myschoolbucks.com>.
- G. If a check is returned to the ESD and the ESD is assessed a charge for insufficient funds, the exact charge will be passed on to the party who issued the check. If two checks from the same individual or account must be processed for insufficient funds, no further checks will be accepted.

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Note #1: Parents are encouraged to apply for free or reduced lunch at any time.

Note #2: If a student's account remains at/over the \$33.00 debt limit for more than two school weeks, the parent must contact the FSD to set up an appointment to discuss a repayment plan.

Note #3: Failure to pay a student's debt owed to the ESD may result in appropriate action to ensure collection. With ESDB approval, this may include referral to Small Claims Court

Note #4: Ala Carte is defined as extra milk, juice or any food that is for sale separate from a standard reimbursable meal being offered.

Note#5: As in all ESD Policies, "parent" refers to a student's parent(s) and/or legal guardian.

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

Adopted: November 18, 2014