

760 FOOD SERVICES MANAGEMENT

The school lunch program is an integral part of the total educational program, and as such shall be governed by the same principles and type of control as any other division of the school system.

The Williams Bay School District shall provide hot lunches through participation in the National School Lunch Program. The District Administrator shall enter into an agreement with the Department of Public Instruction and the federal government for participation in such lunch programs.

As required for participation in the National School Lunch Program, the School District agrees to the following:

- That a “Type A” lunch be made available for students.
- That free and reduced-price lunches be provided students who cannot afford to pay the price of the “Type A” lunch.

The district shall not discriminate in school – sponsored food services programs on the basis of sex, race, religion, age, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identification, or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

To protect the nutritional integrity of school meals, the sale of foods with minimal nutritional value shall be prohibited in food service areas (e.g. cafeteria) during regular school hours. Foods of minimal nutritional value include soft drinks, water ices, chewing gum and certain types of candies (jellies and gums, marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn). This prohibition applies to all food sales in the food service areas, including sales from vending machines.

Free and Reduced-Price Meal Application and Verification Procedure

Application Process:

1. The Williams Bay School District will accept applications for free and reduced price meals at any time during the school year. Applications can be obtained at the District Business Office or at any school office during normal working hours. A completed application is a condition of eligibility for free or reduced-price meals. The district will determine eligibility for free and reduced-price meals in accordance with the current income eligibility guidelines.
2. The building principals have the right to waive temporarily any requirements on an emergency or limited basis (maximum of one month) if the administrator believes a child needs free food and cannot pay for it. Methods

used to collect payments from those students paying the full price of the meal, or a reduced price of a meal, will prevent overt identification of students receiving free or reduced-price meals.

3. By making an application, parents automatically give the school district the right to verify, with the applicant's employers and other reasonable sources, the accuracy of income reported.
4. The district will abide by required nondiscrimination practices and hearing procedures. If applicants do not agree with the building principal's decision on eligibility, they have due process right to a conference within one month with the appeal officer before the free or reduced-price lunches are denied. The district can challenge the continued eligibility of any student for a free or reduced-price meal.

Verification of Application:

1. Each school year, after October 31, the District Administrator or his/her designee will verify 3% of the Hot Lunch applications.
2. Recipient families whose eligibility will be verified will be selected free of discrimination due to race, sex, color, national origin, religion, age or handicap or other factor outlined in S.118.13 of the state statutes.
3. The number of approved applications will be totaled, and three percent of this total will be computed to determine the number of verifications to be completed each year.
4. All of the approved applications will be filed, a number between 1 and 33 will be identified, and that number will be used to complete a random selection process to identify the three percent we are to verify.
5. Selected households will be notified via a letter sent them; they will also receive a sheet of verification documentation information to aid them, and form letters that they might use to get verification from Food Stamp and/or Social Security officials.
6. If a selected household refuses to cooperate with the request for documentation to expedite verification of income, eligibility will be terminated. Notice will be sent, allowing ten (10) school days of benefit to continue following the date of notice.
7. Households given notice of termination have ten (10) days to appeal the termination to the Business Office. The termination notice will include the details regarding an appeal.

8. Each year the District Administrator or his/her designee will complete a record file showing the following information:
 - a. a summary of the verification efforts.
 - b. the total number of applications on file on October 31.
 - c. the percentage or number of applications verified.

9. Records will be kept for three years following the close of the fiscal year. The District Administrator will maintain, in addition to the items listed in number 8 above, the following information:
 - a. how applications were selected.
 - b. how applications were verified.
 - c. the dates notices were sent.
 - d. notes on any contact made.
 - e. the results of verification.
 - f. the reasons for any denial or change of eligibility.
 - g. the signature of the verifying official confirming that verification records are accurate.

10. A family's rights of privacy will be respected and maintained during the verification process.

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using their food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions:

Students may be permitted to accumulate a negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance.

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.

Nondiscrimination Statement

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, audiotope, American Sign Language), should contact the responsible state or local agency that 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 or
(202) 690-7442;

Email:
program.intake@usda.gov

LEGAL REFERENCE: Wisconsin Statutes, Sections 115.34, 118.13, 120.10 (16) (Powers of Annual Meeting; School Lunches), 120.13 (6) (School Board Powers; Federal Aid), 120.13 (10) (School Board Powers; School Food Service), Wisconsin Administrative Code PI 9

CROSS REFERENCE: 760 – Rule (Free and Reduced-Price Meal Applications and Verification Procedures), 411 – Rule (Student Discrimination Complaint Procedures)

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