

## *Food Service Calendar*

### **Beginning of School**

1. Post the Public Release contained in the Free/Reduced Policy Statement at the village bulletin board.
2. Send Free/Reduced applications home with each student on the first day of school.
3. Principals approve Free/Reduced applications using current income eligibility guidelines.
4. Establish a Free/Reduced roster, including all students by grade, with their eligibility status (Free, Reduced, Paid), approval date of application and dates of any changes to status or school enrollment.

### **Daily**

1. The cook must complete food Production Record after each breakfast and lunch meal.
2. A staff member must observe the breakfast and lunch line to determine if each student has received a reimbursable meal, (choosing at least 3 of the 5 components at lunch, and 3 of the 4 components at breakfast). A tally sheet with the date and each student's name must be marked to acknowledge that a reimbursable meal was taken.
3. Secretaries should count the meal tally sheets daily to determine the number of Free, Reduced, Paid and adults that ate breakfast and lunch.
4. Free/Reduced applications should be approved promptly as received throughout the school year by the Principal. Mail original approved or denied applications to the District Office.
5. Changes should be made to the Free/Reduced roster daily or as needed, to add new students, change status, withdraw students, re-enroll, etc.
6. Management of meal cash should be monitored daily. Cash should be exchanged for check or postal money order within 72 hours of receipt.

### **Weekly**

1. The cook's food Production Records should be mailed to the District Office at the end of each week.

### **Monthly**

1. The monthly breakfast/lunch report is due in the District Office by the tenth of each month. The August and September report should be combined. All checks and money orders should be mailed with the report.
2. An updated copy of your Free/Reduced roster with any new applications should be mailed with the Breakfast/Lunch report.

### **Biannually**

1. A regular food and supply inventory is required twice a year. Inventory forms will be sent to you when this is needed. As a general rule they are completed before Christmas break and at the close of school in May.
2. Periodically frozen food inventories are required for ordering purposes. These are mailed or faxed to you as needed.

## End of the School Year

1. 4<sup>th</sup> quarter regular food and supply inventory.
2. April and May Breakfast/Lunch report and money.
3. List of unpaid meal bills, including names and the dollar amount owed.
4. Updated Free/Reduced roster.
5. Store all food in the kitchen with care, and dispose of old or questionable food at this time.
6. Kitchen cleaned and all utensils properly stored.
7. Designate a person to receive the fall food order.

## School Meal Prices

	<u>Breakfast</u>	<u>Lunch</u>
Free	\$ -0-	\$ -0-
Reduced	\$ .30	\$ .35
Pay	\$ .75	\$2.00
	\$1.00 (Kotzebue)	
Adult	\$3.50	\$5.00

## School Meal Charging Policy

Due to the large number of unpaid bills, and its negative effect on the future of the food service program, the Northwest Arctic School District is instituting the following policy:

1. All Adult meals must be paid for in advance. **NO ADULT MEAL MAY BE CHARGED.**
3. There will be a \$50.00 limit to charging on a full price student account.
4. There will be a \$15.00 limit to charging on a reduced price student account.
5. **When students reach this limit they will be ineligible for school meals. Eligibility will begin again when the bill is paid in full.**
6. If students are ineligible for school meals and bring money for one days lunch the money will be applied to the existing bill.
7. Students are expected to bring a packed lunch or have made arrangements to go home for lunch if no longer eligible for school meals.
8. Peanut butter, pilot bread, and milk will be available for students whose parents have not made other arrangements.
9. Free/Reduced meal applications may be filled out at any time. Applications are available at the school or foodservice office. We encourage students to complete an application at the beginning of the school year. Migrant education certified students are qualified for free meals. If you have any questions regarding Migrant Education please call Darce Myrick at 442-3472, ext. 250.

**Other Pertinent Information**

Annually updated information and instruction on free and reduced applications will be mailed to you as needed from the District Office.

Information regarding the arrival of your orders and other food or supply items will be mailed or faxed to you from the District Office.

A Food Service notebook, given to your secretary, will contain more detailed information including a copy of the annual Policy Statement for Free/Reduced meals and Eligibility Guidance for School Meals manual.