

FASD FOOD SERVICE POLICIES

Food Services Policy

- The operation of the Franklin Area School District's food services department is addressed in Board Policy 808. Please visit the school district's website, School Board Policies Section (BOE Policies) to view this policy.

Student Wellness Policy

- Student Wellness is addressed under Board Policy 246. Please visit the school district's website, School Board Policies Section (BOE Policies) to view this policy.

School Charge Policy

- The Franklin Area School District's food services department's school charge policy is provided below.

Due to the large number of students charging their meals, it is necessary to address the issue of delinquent food service accounts.

The Board of School Directors is required to provide healthy meals in accordance with current regulation and policy. The Board of School Directors shall permit students to incur what the Board or its designee considers reasonable charges and that parents/guardians shall be contacted for payment of said charges.

GUIDELINES:

The district shall inform, in writing, parent/guardian, who incurred a negative balance, of the district's policy regarding food service charges. The Food Services Department of the Franklin Area School District implemented a point of service system for meal purchases in each building. Parents/guardians have the ability to prepay for meals by depositing funds to the student's account. All students are issued a Student Identification Number upon entering grade K and will retain this number while enrolled in the Franklin Area School District. Parents or guardians may deposit money electronically on a student's account using the School Café website:

<https://www.schoolcafe.com>.

A written notice will be sent by mail to parent/guardian whose students have a debt greater than \$10.00, informing them of the balance and the notice shall include information on payment options. If the balance is not paid immediately, the student will be provided a lunch at the cost of a school lunch. Students with a negative account balance may not purchase a second meal, ala carte items, snacks, or beverages. Elementary students with a negative account balance may purchase a milk.

Parents are encouraged to keep funds in their child's account.

Parents with hardships can apply for Free and Reduced Meals at any time during the school year. However, this will not negate the charges incurred nor can a Free and Reduced Meal application be back-dated to address accrued charges. If you need assistance with the application, please contact Kevin Close at 814-432-2121 Extension 1105.

The District will attempt to collect on accrued charges through contact with parent/guardian. The District will work with parent/guardian to set up a payment plan for families that are experiencing difficulties paying for their accrued charges.

Low Fund Balance

Low balance notification procedures for families participating in the district's online school meal payment service are as follows:

- A low balance notification letter is sent home informing parents/guardians that their child's/children's school meal account is low. In addition, if requested upon activation of the school district's online payment service, a low balance notification may be sent via email. Parents/guardians may register for the notification at <https://www.schoolcafe.com>.
- A follow-up phone call also may be placed to remind parents/guardians of a negative meal account balance. Payments may be made by providing payment and student information including name, homeroom number, homeroom teacher, and special instructions to the individual cafeteria office. Payments also may be made by the student directly at the point of service. If registered, payments may be made online at <https://www.schoolcafe.com>, the school district's point of service (POS) software provider.
- Parents/guardians are reminded that it is not the policy of the Franklin Area School District to verbally request a credit card number for any payment of a school meal account. Please know that at no time will the school district or any of its representatives request credit card information over the phone.

Restricting Student Purchases

If parents wish to restrict their children from purchasing certain food items, they should contact Tim Gilbert in the food services office at (814) 432-2121 Extension 2120 or by email at gilbertt@fasd.k12.pa.us

U.S.D.A. Nondiscrimination Statements and Compliance Procedure

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 rights 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, audiotope, 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 , 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. E-mail: program.intake@usda.gov.