



# New Life Academy

Christian education since 1977

## REIMBURSABLE MEALS 2017

### I. PURPOSE

To assure students, parents and staff are informed of the *Offer versus Serve* provision and it is implemented correctly.

### II. GENERAL STATEMENT OF POLICY

- A. It is the responsibility of the building principal, teachers, office staff and food service staff to assure students are encouraged to make healthy food choices and established procedures are followed.
- B. New Life Academy extends *Offer versus Serve* to all grade levels. Students may decline two of the required five menu items.
- C. The administration and Food Service Supervisor assure that annual training about *Offer versus Serve* is provided to students, parents and staff.
- D. The Food Service Supervisor is responsible for assuring that responsible staff is trained to identify reimbursable meals and the appropriate action to take is a student does not select a reimbursable meal.

### III. SERVING REIMBURSABLE MEALS

- A. The head cook is responsible for writing the menu on the menu board each day in the high school. The menu is read to students in the elementary.
- B. The food service staff, teachers and administration encourage students to make healthy food choices and to select at least three of the five reimbursable items.
- C. The cashier identifies that student, determines if the student has selected a reimbursable meal, and the student enters their PIN number.
- D. If the student has not selected a reimbursable meal, the cashier, at Point of Service at the end of the line, asks the student to return to the serving line and select additional food items.
- E. If the student refuses to select a reimbursable meal, he/she is charged ala carte prices for the food items and this meal is not claimed for reimbursement.



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## MEAL CHARGE POLICY

### I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures for New Life Academy of Woodbury.

### II. GENERAL STATEMENT OF POLICY

- A. New Life Academy of Woodbury recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B. It is the policy of New Life Academy to offer breakfast/lunch. The Food Service Department strives to produce quality meals at a reasonable cost.
- C. Students may purchase meals when funds have been deposited into their family account(s) or by cash payment.
- D. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year and are also included in enrollment packets. In addition, applications are available at all offices.

### III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

- A. The parent/guardian will be notified automatically by the computer generated notice when the household account is at a negative balance or less.
- B. If the household account is less than adequate to pay for breakfast and/or lunch, a student in the household will be allowed to charge one meal. When the account has a negative balance, the Food Service Director will call the family. If the household cannot be reached by phone, a letter will be sent home.
- C. Anytime a student and/or parent feels that student's PIN number has been compromised, they will contact the food service director and the incident will be checked and the number will be changed.



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- D. A sandwich and milk will be offered at lunch. (While schools are not obligated to provide meals to children who forget their money, USDA encourages schools to be flexible in this area; particularly with young children and with children with disabilities who may be unable to take full responsibility for their money.)
- E. After the second consecutive day of offering the substitute lunch, the building principal, or their designee, will contact the household and review with them their responsibility to provide meals for their student.

## Staff Training

- A. All staff involved in meal counting will be trained in *Offer versus Serve* during fall staff development, prior to the start of school.
- B. At this time, any questions regarding the following will be addressed:
  - a. Meal software
  - b. Ala carte charging
  - c. Family balances
  - d. Civil Rights