

POLICIES AND PROCEDURES

PREPAYMENTS/DEPOSITS

Prepayments can be made by sending cash or a check to school with your student.

Family deposits can be accepted at any school with one check for multiple students.

Please indicate the amount to be deposited into each of your students accounts.

Deposits can be made online at:

<https://payments.efundsforschools.com/v3/districts/55568/>. Discover, MasterCard and

Visa credit cards and debit cards are accepted. There is a fee for online deposits which can post in as little as 20 minutes.

ACCOUNT BALANCES

Any leftover balances in accounts at the end of the school year will stay in the student's account and will be available for use the next school year, as long as they stay in our school system. Anyone leaving the school system may have the money in their account refunded. The cashier cannot refund a balance. Parents, not students, need to call the Food Service Department to make the request. We are not able to refund money to students. Parents must give a forwarding address. The check will be generated by the KVSC Food Services Department and mailed to the parent.

SENIOR END OF THE SCHOOL YEAR BALANCES

Parents, not students, need to call the Food Service Department to request that any leftover balance in a Seniors account at the end of the school year be transferred into a sibling's account that is currently enrolled for the next school year. If there are no siblings enrolled, parents may request a refund. A check will be generated by the KVSC Food Services Department and mailed to the parent approximately 4-6 weeks after the request. (balances not claimed will be donated to our Angel Fund which is used to cover the cost of meals for students that do not have available funds)

CHARGING

Meal Charging is not encouraged, but we understand it may be necessary on occasion. No ala carte items or second entrees may be charged. No adult meals may be charged. All meal charges must be repaid in full. Funds may be transferred between students sharing the same household to satisfy charges. Negative balances cannot be carried over to the next school year and will be given to Collections on June 30th for further processing.

To ensure students do not go hungry they may be permitted to charge up to 3 meals.

KVSC Food Services will never deny a student a meal!

Notification Steps:

- Students arriving in the meal service line shall be provided a meal regardless of the balance of their meal account.
- Prior to the meal charge, the cashier will inquire if the student has funds for the meal. Possibly left in the classroom, locker or book bag.
- For each meal charge, the cashier will verbally remind the student to ask parent/guardian to "Please send lunch money".
- Negative balance letters will be emailed and sent home with the student.
- Phone calls and negative balance emails may be utilized until payment is received.
- Accounts remaining negative may be sent to the building principal and/or KVSC Foodservice Department to contact parent/guardian.
- If no response is received from the parent/guardian after a student has reached the 3 meal limit other school officials may be requested to conduct a home visit.

ALA CARTE

Ala carte items are extra items that we sell. Ala carte items are priced separately from the meal. They are not part of the meal. The number of ala carte items varies at each school. All schools serve extra milk ala carte at .50 cents per carton. The older the students are, the more ala carte items there are to choose from. Students receiving free or reduced priced meals must pay full price for ala carte items.

BREAKFAST

All schools in the KVSC district will participate in the National School Breakfast Program: The cost for breakfast at all KVSC schools is covered at no cost to the student by the KVSC Food Services Department

NUTRITIONAL GUIDELINES

I. National School Lunch Program and National School Breakfast program are offered at all schools.

1. KVSC menus meet state and federal requirements based on USDA Dietary Guidelines. No more than 35% calories are from fat, and less than 10% of calories are from saturated fat. There are no Trans fats except for naturally occurring trace amounts.

2. The National School Lunch consists of 5 components:

A. **Meat/Meat Alternate**- 1 oz. minimum required daily. Grades K-5 receive 8-10 oz. weekly, grades 6-8 receive 9-10 oz. weekly and grades 9-12 receive 10-12 oz. weekly.

B. **Grains/Breads**- Minimum of 1 oz. serving per day. Grades K-5 receive 8-9 oz. weekly, grades 6-8 receive 8-10 oz. weekly and grades 9-12 receive 10-12 oz. weekly. Starchy vegetables such as corn or potatoes are not considered to be in this group. At least 50% of the weekly offerings will be Whole grain-rich products.

C. **Vegetables**- Required $\frac{3}{4}$ cup per lunch for grades K-8 and 1 cup per lunch for grades 9-12. Note that we do not use the Diabetic Diet Exchange List, so vegetables can be either starchy or non-starchy. Vegetable sub group requirements weekly to include: Dark Green, Red/Orange, Bean/Legumes, Starchy, and Other.

D. **Fruit**- Minimum of ½ Cup per day. One cup offered to all grade levels. 100% Juice offered each day as a fruit choice.

E. All students are required to take a full ½ cup serving of a Fruit or Vegetable as one component at lunch and breakfast.

F. **Milk**- One ½ pint serving per lunch. Flavored and unflavored milk will not exceed 1% fat content.

3. Entrees - At Elementary level - one entree is menued daily, and one alternate is offered daily. . At the Middle School and High School - One entree is menued daily, and multiple alternates are offered daily.

4. Offer vs. Serve is observed. Students may choose no less than 3 of the 5 food components to the menu at lunch and 2 of the 3 food components to the menu at breakfast to be considered a reimbursable meal. K-2 are encouraged to take all components offered in the meal, but not required.

II. Nutritional Analysis

1. Menus are nutritionally analyzed as if a student ate the entire meal, at the Elementary level. In the Secondary level, there are several choices of items the students may take, so it makes it difficult to balance every meal those students take. Those menus are analyzed by weighted averages, based on total foods actually eaten.

2. Nutritional Analysis reports of all reimbursable lunch menus are printed out and given to all KVSC Food Service Managers and Nurses in each school building. Daily intakes can be calculated using the calculator located in the right corner of each menued day.

A. Nutritional Analysis reports are also made available to parents of students with special dietary needs upon request.

B. School Nurses assist students with special dietary needs using nutritional analysis.

III. Nutrition Standards for Foods and Beverages

Any food sold in school must:

- Be a whole grain-rich product; or
- Have as the first ingredient a fruit, vegetable, dairy product or a protein food; or
- Be a combination food that contains at least 1/4 cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (Calcium, potassium, Vit. D or dietary fiber)

Foods must also meet several nutrient requirements:

Calorie limits

- Snack items:
- Entree items:

Sodium limits

- Snack items:
- Entree items:

Fat limits

- Total fat:
- Saturated fat:
- Trans Fat: zero grams

Sugar limit

Nutrition Standards for Beverages

All schools may sell:

- Plain water (with or without carbonation)
- Unflavored and flavored low fat milk (1%)
- Unflavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice, and 100% fruit or vegetables juice diluted with water (with or without carbonation) and no added sweeteners

Elementary schools may sell up to 8-ounce portions, while middle and high schools may sell up to 12-ounce portions of milk and juice. There is no portion size limit for plain water.

Beyond this, the standards allow additional "no calorie" and "lower calorie" beverage options for high school students.

- No more than 20-ounce portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain < 5 calories per 8 fluid ounces or
- No more than 12-ounce portions of beverage with
- Food items that meet nutrition standards are not limited
- The standards do not apply during non-school hours, on weekends and at off-campus fundraising events. (A school day hours begin at 12:00 a.m. and ends 30 minutes after student dismissal)
- The standards provide a special exemption for infrequent fundraisers that do not meet the nutrition standards. (IDOE has established 2 allowable exempt fundraisers per school per school year)

IV. Nutrition Education

1. Food Service Dept.

A. The KVSC Wellness Policy was updated in 2022, and is available on the web site.

B. Food Service Directors and Managers are trained at workshops, seminars and at regular Manager's Meetings.

c. Food Service staff are trained with the goal to be certified food handlers.

The USDA is an equal opportunity provider and employer.

NUTRITION AND FOOD SAFETY LINKS

Menus are analyzed using the HPS software program. You may contact the School Nurse, Food Service Manager or the Food Service Director with any questions you might have.

Our menus are based on the Dietary Guidelines <http://www.doe.in.gov/nutrition> for Americans and the My Plate <http://www.usda.gov>.

All of our Food Service employees must pass a 12-Hour ServSafe Sanitation Course sponsored by the Indiana Department of Education shortly after being hired. Our schools are inspected twice each school year by the Department of Health Rarely do any of our schools have violations of any kind.

Other related links:

Hoosier Healthwise Health Insurance	http://www.in.gov/fssa/ompp/2544.htm
Kids Health	http://www.kidshealth.org
Children with Diabetes	http://www.childrenwithdiabetes.com
Food and Nutrition Information Center	http://www.schoolnutrition.org/
Indiana Dietetics Association	http://www.eatrightin.org/
American Dietetics Association	http://dietitian.com/index.html
USDA Commodities for Schools and Institutions	http://www.fns.usda.gov/csfp/commodity-supplemental-food-program-csfp

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:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
program.intake@usda.gov

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