

Non-Instructional Operations
NATIONAL FOOD SERVICE PROGRAM

The food service program shall be an integral part of the total educational program in Ledyard Public Schools. The food service program will be administered by the Business Manager under the direction of the Superintendent of Schools.

National School Lunch Program and School Breakfast Program

The Ledyard Board of Education authorizes the Superintendent to act on behalf of the Board for purposes of participating in the National School Lunch Program and School Breakfast Program.

Informational letters and applications for free or reduced price meals will be distributed to all students as soon as possible after the start of each school year and whenever a student subsequently enrolls in the District during the school year. The information will include the eligibility standards, procedures for applying for free or reduced price meals, and how appeals may be filed for a review of decisions made regarding such applications.

Should a family's financial situation change during the course of a school year such that a student might become eligible for free or reduced price meals, the student's parents/guardians are encouraged to obtain an application from school administrators or the Business Manager.

The anonymity of students receiving free or reduced price meals shall be protected.

If school administrators believe that a family's financial situation has changed such that a student might no longer qualify for free or reduced price meals, the Superintendent may, at his/her discretion, schedule a meeting with the student's parents/guardians to review continued eligibility for the program. The student shall continue to receive free or reduced price meals until such time that the Superintendent decides that the student is no longer eligible to participate in the program.

Each school Principal and the Business Manager shall keep records of students receiving free or reduced price meals.

Financing the Food Service Program

Annually, or more often if necessary, the Board shall set the prices for meals and milk served in the District's food service program. Prices shall be set at such a level as to make the food service program self-supporting.

A separate school activity fund shall be used for the food service program. The same recordkeeping, financial accountability and audit procedures shall be used for the food service

fund as for any other District fund. The Business Manager shall determine those costs related to operation of the food service program that are reimbursable through the fund in accordance with state and federal guidelines.

FOOD SERVICE PROGRAM

Food Service Vendor

The Board shall designate a vendor, selected through a competitive bidding process, to operate the food service program in Ledyard Public Schools. The vendor shall be responsible for hiring and training food service personnel and operating the food service program in compliance with state and federal regulations and as otherwise specified in the contract between the Board and the vendor.

Maintenance of Sanitary Conditions

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times. The vendor shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with all applicable state and federal laws, regulations and requirements.

The Food Service vendor shall be responsible for the education of all food handlers as to personal hygiene and techniques of sanitation.

Legal References:

Connecticut General Statutes:

7-392. Making of audits and filing of statements.

10-215. Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a. Nonpublic school and nonprofit agency participation in feeding programs. 10-215b. Duties of State Board of Education re feeding programs.

10-215f. Certification that food meets nutrition standards.

10-221o. Lunch periods. Recess.

10-221p. Boards to make available for purchase nutritious and low-fat foods.

10-221q. Sale of beverages.

10-Title 7, Agriculture, Code of Federal Regulations:237. School activity funds.

Part 210 – National School Lunch Program Part 215 – Special Milk Program for Children Part

220 – School Breakfast Program

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LEDYARD PUBLIC SCHOOLS

Ledyard, Connecticut