

Willmar Public Schools
FOOD AND NUTRITION SERVICES (FNS)

TITLE: REIMBURSABLE MEALS

POLICY: To assure that students, parents and staff are informed of the Offer versus Serve (OVS) provision and that it is implemented correctly.

PROCEDURES:

1. It is the responsibility of the building principal, teachers, office staff, and Food and Nutrition Services staff to assure that students are encouraged to make healthy food choices and that established procedures are followed.
2. Food and Nutrition Services extends Offer versus Serve to all grade levels at Lunch. Students must take 3 of the 5 components offered at Lunch. The Elementary Schools do not use Offer versus Serve for Breakfast. The Middle and High School normally will use Offer versus Serve for Breakfast with students needing to take 3 of the 4 items offered.
3. The Director of Food and Nutrition (FNS) Services will assure that annual training about Offer versus Serve is provided to all FNS staff. Information on Offer versus Serve is mailed to all households in the school district and sent via newsletters, menus, open houses and/or the website.
4. The Director of Food and Nutrition Services, FNS Business Coordinator, and Head Cooks are responsible for assuring that appropriate staff are trained to identify reimbursable meals and the correct action to take if a student does not select a reimbursable meal.

SERVING REIMBURSABLE MEALS

1. A FNS Assistant is responsible for writing the menu on the menu board or ensuring the menu electronic displays are accurate each day, to be in compliance with the USDA/MDE Meal Identification mandate for Breakfast and Lunch.
2. The FNS Staff and Site Staff encourage students to make healthy food choices and to select at least 3 of the 4 reimbursable items at Breakfast and at least 3 of the 5 reimbursable components at Lunch based on grade level procedures.
3. The Cashier, at the end of the service line, identifies the student by their picture after the student has verbally stated or entered their Personal Identification Number (PIN#) on the keypad (all students will be provided with a four or five digit PIN#), determines if the students has selected a reimbursable meal, and selects the item(s) on the Point of Sale that the student has in their meal. The amount of the meal will be deducted from the student's meal account.
4. If the student has not selected a reimbursable meal, the Cashier will ask the student to return to the serving line and select additional food items.
5. 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.

6. Federal/State guidelines allow a student to have one reimbursable Breakfast and one reimbursable Lunch per day. Any additional meals are charged at the adult rate of \$2.25 for Breakfast and \$4.95 for Lunch.
7. Willmar Middle School and Senior High students will have ala carte items, which meet state and federal regulations available for purchase on the serving line. Ala carte items are individually priced and are not available for free and reduced rates. These items can be purchased on the pre-paid meal account or with cash on hand. Students with a negative balance are not allowed to charge ala carte items. A restriction on the purchase of ala carte items can be placed on the account by the parent or guardian upon request.
8. Students with a negative or zero dollar balance will always be provided their one breakfast and one lunch meal per day.

Updated March 2006, May 2009, September 2010, August 2013, August 2014, February 2015, August 2015, November 2017, August 2020, August 2021, August 2022, October 2023

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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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