

Willmar Public Schools
FOOD AND NUTRITION SERVICES

TITLE: REIMBURSABLE MEALS

POLICY: To assure that students, parents and staff are informed of the Offer versus Serve 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 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 items offered at Lunch. The Elementary Schools do not use Offer versus Serve for Breakfast. The Middle and High School 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 Support Systems Coordinator, and Head Cooks are responsible for assuring that responsible staff is trained to identify reimbursable meals and the appropriate 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 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 items 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 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 \$1.75 for Breakfast and \$3.65 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 can be purchased on the pre-paid meal account. 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.

REIMBURSABLE MEALS, Page 2

8. Items in the Middle School and Senior High Snack Bars are strictly cash.
9. Students on free meals are restricted to ala carte items for cash only.
10. Students with a negative or zero balance may be provided a meal using funds from the Cardinal Care “Angel” Fund as needed and appropriate.

Updated March 2006, May 2009, September 2010, August 2013, August 2014, February 2015, August 17, 2015, November 10, 2017