

## FOOD SERVICE MANAGEMENT

The school lunch program is an integral part of the total education program, and as such shall be governed by the same principles and type of control as any other division of the District.

The District shall provide lunches through participation in the National School Lunch Program (NSLP). The food service director shall enter into an agreement, on behalf of the District, with the Department of Public Instruction and the federal government for participation in such child nutrition programs.

As required for participation in the NSLP, the District agrees to the following:

- That a school lunch meeting federal regulations be made available for all students.
- That free and reduced price lunches be offered to eligible students who apply and meet the federal income guideline.

The Food Service Program will operate an independent school nutrition program, coordinated by the food service director. The business manager will act as immediate supervisor of the food service director.

Food services programs shall be reviewed monthly by the food service director, business manager, and as needed by the food service committee. An annual report will be given each year to the entire Board.

The District may also participate in other food programs offered by the USDA and Department of Public Instruction.

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, audiotape, 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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

LEGAL REF.: 115.34 WI Statutes  
115.345 WI Statutes  
118.13 WI Statutes  
120.10(16) WI Statutes  
120.13(6) WI Statutes  
120.13 (10) WI Statutes  
PI 9.03(1) of the Wisconsin Administrative Code  
PL 79-396 – Richard B. Russell National School Lunch Act  
PL 11-296 – Child Nutrition Act of 1966

CROSS REF.: 761- Free and Reduced Price Food Services  
411-Rule - Student Discrimination Complaint Procedures

**APPROVED:** February 28, 1984  
October 29, 1985  
February 21, 1994  
September 16, 2013  
December 17, 2018  
**JANUARY 16, 2023**