

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 809
OPERATIONS**

SCHOOL NUTRITION SERVICES PROGRAM REQUIREMENTS

National School Lunch Application

The Nutrition Services Department shall, on an annual basis, submit an application on behalf of the Carson City School District, to participate in the National School Lunch Program. Included in the application is a requirement to maintain a Free and Reduced Price Application Process which must address standard operating procedures for:

- Eligibility Determination Process
- Civil Rights Procedures
- Complaint Procedures
- Collection and Accountability of Meal Receipts
- Pricing of Milk and Meals
- Disclosure of Free and Reduced Priced Meal Status
- Direct Certification
- Homeless and Migrant Student Programs

The foregoing procedures will be reviewed annually by the Nevada Department of Agriculture as mandated by the United State Department of Agriculture.

Student Low and Negative Balance Meal Procedures

Students on “full pay” status may continue to receive meals until their account balance reaches a negative fifteen dollars (-\$15.00), and students on “reduced” status may continue to receive meals until their account balance reaches a negative five dollars (-\$5.00).

Kitchen Managers will send letters, by e-mail and/or regular U.S. mail, twice each week (on Tuesdays & Thursdays) to inform parents or guardians of low and negative account balances.

When, pursuant to this regulation, a student is no longer permitted to charge meals on his or her account, Kitchen Managers shall e-mail or call the office of the Nutrition Services Department with the student’s name; they also shall notify the school Principal, Vice Principal and/or Office Manager. The Nutrition Services Department will contact the parent or guardian by phone to determine whether the parent or guardian has completed or intends to complete a meal application or whether the parent or guardian will deposit money towards the student’s account for the purchase of meals.

REGULATION No. 809 - CONTINUED

When a student is no longer permitted to charge on his or her account, the student will receive an emergency snack. The emergency snack will consist of three food items: milk, fruit and graham crackers.

Adopted: October 14, 2014