

Child Nutrition Management

The District participates in the National School Breakfast and Lunch Program. As a participant in these programs, the District assures compliance with the following requirements:

1. The District shall only claim meal reimbursement for meals in which documentation is available.
2. The District shall determine eligibility for free and reduced meals for students not categorically eligible in accordance with current Income Eligibility Guidelines.
3. The District shall disseminate applications for free and reduced-priced meals before the start of the school year when possible or within the first week of school. Students who enroll later in the school year shall receive an application at the time of enrollment. The District shall use the Department of Public Instruction (DPI) application form for free and reduced-priced meals.
4. In accordance with federal law and the U.S. Department of Agriculture Policy, the District shall not discriminate on the basis of race, color, national origin, sex, age, disability or other class protected by law. Individuals may file a complaint of discrimination with the USDA Director at the Office of Civil Rights in Washington, D.C.
5. The names of participants for which free or reduced-priced meals may be claimed shall not be published, posted, or announced in any manner and there shall be no overt identification of any such participants by any means. To this end, the District shall establish a system of school meal payment tracking that does not overtly identify any student as receiving a free or reduced price meal/milk.
6. The District shall comply with the eligibility appeals procedure contained in 7 CFR 245.7.
7. The District shall submit any substantive amendments of this policy to the DPI prior to implementation. Such changes shall only become effective upon DPI approval.

Child Nutrition Reporting and Account

The Bismarck School District shall comply with all regulations regarding the keeping of accounts and records and the making of reports prescribed by the Department of Public Instruction. Such accounts and records including the preparation of annual budgets for board review and Food Service Special Revenue Fund annual financial reports to the Board shall be available at all times for inspection and audit by authorized officials and shall be preserved for a period as specified by the Department of Public Instruction. A Statement of Revenues, Expenditures, and Changes in Fund Balance for the Food Service Special Revenue Fund shall be included in the annual financial audit of the Bismarck Public School District.

Child Nutrition Coordinator

The District will employ a Child Nutrition Coordinator who shall be responsible for all purchasing, record keeping and administration of the child nutrition program. The Child Nutrition Coordinator shall be directly accountable to the Business Manager.

Training

The Child Nutrition Coordinator will develop in-service training programs for the food service staff.

Purchasing

Local food purchasing shall be done by bid in accordance with the district's purchasing policy and shall take into account the availability of commodities from the federal government and any other proper source of donated food.