

Nutrition Program & Free-Reduced-Price Meal Information

The District's food service program is intended to provide nutritious and appetizing meals to students. The School Board recognizes that good nutrition is vital to students' health, their mental and physical growth, and their readiness to participate and learn at school.

The food service program is operated in conjunction with federal and state school nutrition programs, including the National School Lunch Program and the School Breakfast Program.

The District prohibits all forms of unlawful discrimination in conjunction with all elements of its food service program. In connection with students, no student shall be unlawfully denied access to or the rights and benefits of the food service program or otherwise unlawfully discriminated against because of a student's sex, race, religion, color, national origin, age, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Student discrimination complaints may be filed in accordance with the District's student discrimination complaint procedures.

Employee complaints shall be processed using the District's employment discrimination complaint procedures and all other complaints shall be processed using the District's student nondiscrimination complaint procedures. Additional Information about District discrimination complaint procedures can be obtained from the Office of the District Administrator or from any of the individuals identified for handling discrimination complaints in the District's nondiscrimination policies.

As required by federal law, all complaints filed involving the District's food service program shall additionally be forwarded to either the Wisconsin Department of Public Instruction (DPI) or the U.S. Department of Agriculture (USDA) within three days of receipt and shall be documented using the applicable USDA Civil Rights Complaint Form and recorded in the District's Civil Rights complaint log.

Discrimination complaints regarding the District's food service program may also be submitted directly to the USDA, as provided below, or directly to the DPI as follows: Wisconsin DPI: Director, Community Nutrition Programs, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841, (608) 267-9129.

Requests for modifications and accommodations within the District's food service program due to a student's disability, including meal modifications, should normally be submitted in writing to the District's Section 504 Coordinator for student matters. The Section 504 Coordinator has primary responsibility for coordinating compliance with disability requirements within the food service program. Grievances and complaints related to any such requests or to another disability-related matter within the District's food services program may be submitted to the Section 504 Coordinator. The contact for the District's Section 504 Coordinator for student matters is as follows:

Food Service Director
S2770 St HWY 35, Fountain City, WI 54629
608-687-8866

If the designated Section 504 Coordinator is temporarily unavailable or is personally accused of improper conduct, requests or complaints may be submitted to the Superintendent.

Complaints and grievances involving students will be processed using the same procedures that are used to process other Section 504 and student discrimination complaints, including an opportunity for a hearing and a review via appeal.

In some cases, a student with a disability may have an individualized education program (IEP), that expressly requires specific instruction, services, or modifications related to the student's nutritional needs. To the extent a parent or guardian is satisfied that a child's food-service-related needs are adequately addressed and specified within the IEP, a separate Section 504 plan or food-service accommodation request is not required. The District will simply implement the IEP as required by law, seeking a clarifying medical statement if necessary. Complaints and grievances regarding the content

or implementation of the IEP will be addressed through the district's special education procedures, which include opportunities for an impartial hearing and a procedure for review.

The District participates in the National School Lunch Program and the federal School Breakfast Program. In these programs, the District follows state and federal requirements regarding a child's or household's eligibility for free or reduced-price meals including the applicable income eligibility guidelines and all applicable nondiscrimination requirements. The primary means of establishing eligibility for free or reduced-price meals are:

Through the annual submission of an application for the free or reduced-price benefits; OR
Through direct certification, which is based on a match to state-provided data that confirms an individual child's status as a child in foster care or that confirms a household's participation in a qualifying means-tested benefit program, including Wisconsin's version of the Supplemental Nutrition Assistance Program (SNAP, also called FoodShare) and Wisconsin Works (also called W-2) cash assistance.

For any individual child or household whose eligibility for free or reduced-price benefits is based on the application process, the District is required to conduct a variety of verification procedures on a sub-set of all applications. The purpose of verification is to ensure overall quality control and to confirm the eligibility of specific applicants. The Food Service Director has primary administrative responsibility for ensuring that appropriate verification occurs on a timely basis.

The District Administrator is in consultation with the Food Service Director as needed, shall designate the staff positions that are authorized to make eligibility determinations and to serve as confirming and verifying officials on behalf of the District. The individuals who hold the designated positions, whether employees of the District or contracted service providers, shall have such authority.

The District Administrator shall likewise designate one or more individuals who are authorized to serve as a fair hearing official to address appeals of eligibility for, or the discontinuation of, free or reduced-price benefits.

Additional information can be found on the District's website:

[Board Policy 760](#)

[Board Policy 760 - Rule](#)

[Board Policy 761](#)

[Board Policy 761 – Rule](#)