

# Tri-Center Food Service Policy

## GENERAL STATEMENT

Tri-Center Community Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch to their children. Proper nutritional intake is essential for adequate learning to occur.

It is the policy of Tri-Center Community Schools to offer breakfast and lunch. The Food Service Department shall produce quality meals at a reasonable cost consistent with the state and federal regulations.

Students and employees may purchase meals when funds have been deposited into their account. Guests may purchase a meal(s) through cash payment at the meal checkout.

Households may apply for free or reduced meals anytime during the school year. Applications are emailed to all households in the district prior to the school year and are available on the Tri-Center website. In addition, applications are available at the business office, as well as the Elementary office and High School office.

## PROCEDURES FOR NOTIFYING FAMILY AND EMPLOYEES OF THEIR ACCOUNT STATUS

Food Service accounts will be reviewed on a weekly basis.

The parent/guardian will be notified when the household account is insufficient. Balance notifications are automatically sent to household accounts when the balance reaches \$30 and will continue until the account is above that threshold.

1. Notification is sent to the parent/guardian via the student information system.
2. Students with negative balances cannot charge ala cart items.
3. The building administrator or his/her designee will contact the household and review with them their responsibility to provide meals for their student.
4. Assistance from county Social Services may be required by the school for possible neglect when district notification and collections procedures are unsuccessful.
5. The district has the discretion to pursue collection through small claims court or other means to collect delinquent accounts.

## USDA Nondiscrimination Statement

Revised 2-15-23

All FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

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/ad-3027.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, DC 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. Email:  
program.intake@usda.gov

This institution is an equal opportunity provider.

[Declaración de no discriminación del Departamento de Agricultura \(USDA\)](#)

## Iowa Nondiscrimination Statement

Revised 3-21-16

It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, 6200 Park Ave Suite 100, Des Moines, IA 50321-1270; phone number 515-281-4121 or 1-800-457-4416; website: <https://icrc.iowa.gov/>.