

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0117  
Effective Date: 11-09-00  
Person Responsible: Director of Children's Services

Subject: Food Program  
Last Revision: 11-07-2016

Approvals/Date:

Brent Ober 12/11/17  
Superintendent, WCBDD Date

John A. Johnson 12/11/17  
Board President, WCBDD Date

The Wood County Board of Developmental Disabilities recognizes the importance of good nutrition to each individual's daily and educational performance. The basic purpose of the food program is to provide nourishing, wholesome food for students within our program. The Board shall provide cafeteria facilities in the school. Food sold by the Board may be purchased only by **students** receiving program services, and only for consumption on the premises **or at assigned school activities**.

The operation of the food services program shall be the responsibility of the **Director of Children's Services**. The cafeteria shall be operated on a non-profit basis, and a periodic review of the cafeteria accounts shall be made by the Director of Fiscal Services.

The Board shall participate in the National School Lunch and Breakfast Program. The Board shall provide those in need with lunch/breakfast at a reduced rate or no charge to the individual. Individuals who would not otherwise receive proper nourishment, will be determined eligible by using the criteria issued annually by the State. The Board designates the Superintendent of Wood County Board of Developmental Disabilities to determine, in accordance with Board standards, the eligibility of individuals for free and reduced rate meals.

The Board shall notify all interested persons, of the availability, eligibility requirements and application procedure for free and reduced rate meals by distributing an application to the family of each individual served by the program. USDA suggest that the process should be conducted at the following intervals:

- At or around the beginning of the school year (must occur after July 1<sup>st</sup> to count for the upcoming school year;
- Three months after the initial effort; and
- Six months after the initial effort.

In the event the **school cook** fails to complete the eligibility verification by the established deadline and fails to request an extension the **school cook** will report it to their Immediate supervisor, which could result in corrective action.

References: Ohio Revised Code: 3313.81, 3313.811 et seq, 3313.813

mms\policy\0117