

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2400-1
SUBJECT: FOOD SERVICE PROGRAM	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 10/04/94; 09/07/95; 08/01/96 <hr/> PREPARING OFFICE: PERSONNEL SERVICES

I. PURPOSE:

To establish the responsibility for complying with state, federal, and local statutes, rules, regulations, and agreements regarding a food service program. The district's current food service program agreement with the state of Kansas is available from the office of the director of food services.

II. PERSONNEL AFFECTED:

- A. All administrators
- B. Secretaries and lunchroom secretaries

III. The building principal is responsible for the implementation of the following:

- A. Implementation of program agreement requirements pertinent to each school building.
- B. Distribution of applications and letter from the superintendent of schools and determination, by use of guidelines, of those who are eligible.

Exceptions to this will be Head Start where the program director will assume the above responsibility.

- C. Proper accounting of meals and income.
- D. Sales and distribution of tickets to protect the anonymity of the free-meal recipient.
- E. Notification to the base kitchen of the number of meals needed for that particular day.