

Procedure #7401
Category: Non-Instructional Operations
Title: <b>MEAL AND MILK TICKET PURCHASING</b>
Date of Initial Approval: 4-09-2010
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Reviewers: MSA Food Services Director; MSA Instructional Leadership Team (MSAD/MSAB Directors/Assistant Director; MSAD/MSAB Dorm Directors; MSA Director of Student Support Services; MSA Superintendent)

## **PURPOSE**

This procedure is to establish a clear and consistent procedure for students and staff members who wish to purchase tickets for meals or milk.

## **OVERVIEW**

Following rules and regulations, free meals are given to students who qualify for free and reduced meals through the National Breakfast (NBSP) and National Lunch (NLSP) Programs. The Minnesota State Academies has established the following criteria for providing student meals.

- MSA has determined that lunch meals will be provided free of charge for all students regardless of their qualification under the NLSP.
- Students who live in the dorm will be provided with free breakfasts. Students who do not reside in the dorms must qualify for free/reduced breakfasts under the NBSP to get free breakfasts. If they do not qualify and wish to eat breakfast in our cafeterias, they must purchase a meal ticket.
- Students who live in the dorm or participate in extracurricular activities in the evenings will be provided with free dinner meals. Students who do not reside in the dorms or participate in evening extracurricular activities must purchase meal tickets for dinner meals.
- On the weekends, during extracurricular activities such as tournaments and other special events, students who participate in those activities will be given free meals. Students who are not participants in those activities will not be allowed to eat in the cafeteria.

For staff members, they must purchase meal tickets for all meals except for tournaments/special events when they are allowed to eat with students without charge along with staff members and participants from other schools/programs. Special events include school banquets, award nights, carnivals, and so forth. All events must be approved by the superintendent.

Students and staff members may bring their own meals to be consumed in the cafeteria. If they wish to purchase milk to accompany their meal, they may purchase a milk ticket separately. See Procedure 7400 for specific guidelines and expectations for meals that are brought into the cafeteria and restrictions on specific food items.

Menus are subject to change. The Food Services Director will notify staff and students as soon as possible of any menu changes.

### **PROCESS**

Students who need to purchase meal tickets (or their parents) must contact their respective department secretary and purchase tickets in advance. Students/Parents who do not have money to purchase tickets may make alternate arrangements for payment with the Director.

Staff Members who need to purchase meal tickets follow the same process outlined above. Alternate arrangements or "IOU"s will not be accepted from staff members. Staff members must sign up 24 hours in advance by e-mailing/calling the Food Services department or signing up in the dining room so that adequate food is prepared. Substitutes who are called in during the school day may proceed with meal ticket purchases and must communicate with the Food Services department as soon as possible.

The cost of a meal or milk ticket may increase from year to year. The Food Services Director, the Director of Financial Services, and the Superintendent will determine the cost of a meal or milk ticket each year and inform staff/students during the beginning of each school year. Current meal tickets for students cost \$2.00 per meal and individual milk tickets are \$.50 each. Staff meal tickets cost \$2.00 for breakfast and \$3.75 for lunch/dinner. Individual milk tickets are \$.50 each.

Meal tickets include one pass through the meal service line, one carton of milk, and one pass of the salad bar if it is offered during that meal.

During days when large staff or visitor numbers are anticipated in the cafeteria due to special events, the Food Service Director may require additional notice (preferably 1 week in advance) so adequate food is ordered and prepared.

Guests who eat in the dining room must have a meal ticket unless they have prior approval for a free meal during special events. Guests may get meal tickets from the Director's office on each campus, or from the superintendent's office. Directors and/or the superintendent's office should inform the cafeteria about individual guests or smaller groups of visitors (up to 10 people) at least 48 hours in advance whenever possible. For larger groups (more than 10 people), the cafeteria should be informed at least 1 week in advance. The Directors of each campus and/or the superintendent's office have the discretion of giving free meal tickets or asking guests to pay for their own meals. Free meal tickets will be charged to the respective department's budget.