

## GOFFSTOWN SCHOOL DISTRICT

### FOOD SERVICE MANAGEMENT

The Goffstown School District shall provide a food service program. The program will offer meals that are nutritious, acceptable to students, and are affordable to families.

The Food Service Director is responsible to ensure the food service program meets all appropriate regulations of the US Department of Agriculture and the State Education Department (NHED) or any other entity with the proper jurisdiction over the program. It is the intent of the Goffstown School District that the program remains self-funding. To meet that intent and continue a high-quality program, the School Board will review meal prices prior to the end of each school year or as recommended by the Food Service Director and/or Business Administrator.

**Free and Reduced Meal Price Program:** The Food Service program will offer the Free and Reduced price meal program as outlined by the US Department of Agriculture. The meal applications will be available at all schools and on the District websites throughout the school year. The Food Service program will work with the schools to ensure all students have access to the meal application. Parents/Guardians may appeal a negative determination by the Food Service Director to the SAU Business Administrator.

**Food Service Records:** The Food Service Director is responsible to maintain all food service records in accordance with US Department of Agriculture and NH Education Department (NHED) requirements.

**Food Service Sanitation:** Providing safe meals is of the utmost importance to the Goffstown School District. The Food Service Program will comply with all sanitation requirements of the US Department of Agriculture, the US Food Code and the State Department of Health and Human Services.

#### **Changes to Food Services Program**

The Food Service Director is responsible for communicating with building administrators, any changes to the Food Service program that may impact school operations. Building administration will communicate any proposed changes to the school operations or the school schedule that may impact food service operations.

#### **USDA Requirements**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, employees, and institutions participating in or administering USDA programs, are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter

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addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410  
fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Reference:** EF-R

**Legal References:**

*RSA 189:11-a, Food and Nutrition Programs*  
*NH Code of Administrative Rules, Section Ed. 306.02, 306.04, 306.11, Food and Nutrition Services US Food Code*  
*Public Law 111-296, 2010; Healthy, Hunger Free Kids Act*  
*CFR Part 210*  
*7CFR 15 – Non-Discrimination*

Proposed: 05/26/1992  
Adopted: 06/15/1992  
Revised: 03/20/2000  
Proposed: 09/17/2012  
Adopted: 11/05/2012  
Proposed: 10/19/2015  
Adopted: 11/16/2015  
Proposed: 01/23/2023  
Adopted: 02/20/2023

NHSBA Review: 04/04/2014