

SALEM SCHOOL DISTRICT
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

FOOD SERVICE: CHARGING POLICY

I. PURPOSE/POLICY

The purpose of this policy is to ensure that each child has access to healthy and nutritious lunches, regardless of the socio-economic status of a family. On occasion a child or family may fail to bring to school the necessary resources to secure a lunch meal at school. In those cases, the school shall provide an “alternative meal” to the child and take steps to secure payment for the charges incurred for that meal.

II. SCOPE OF RESPONSIBILITY

The school district shall work with the food service program, parents, and students to ensure a confidential payment of charges for any meals provided.

The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances.

The School District: Responsible for notifying the student’s parent/guardian of a charge incurred by the student.

The Parent/Guardian: Parent/Guardian will be responsible for making immediate payment.

III. CHARGING THE COST OF MEALS:

The District uses www.myschoolbucks.com, an online pre-payment service, which allows parents/guardians to view their child’s meal account balances, purchases, receive low-balance notifications, and make deposits to their child’s school lunch account. Any student whose lunch account does not have a credit will be allowed to charge up to an accumulated maximum of \$8.00 (no more than 3 meals). Snacks and a la carte items are not permitted to be charged.

Students will not be permitted to charge any meals, no matter the balance owed, after May 15th of each school year.

Adults are not allowed to charge meals and shall pay for such meals at the time of service or through their pre-paid lunch account.

When the charges reach the threshold maximum of \$8.00, the student will be provided an “alternative lunch meal,” such as a cheese sandwich, fruit and milk. Until the charges are paid,

the student will only be allowed to secure the “alternative lunch meal.” The student will not incur a cost for the “alternative lunch meal.”

For departmental record-keeping, the food service program shall notify the district monthly of all negative balances.

Parents will be notified of their child’s negative balances and will be asked for prompt payment. All negative balances must be paid in full within 10 days of notice. Parents will be contacted by the district or the food service director either by written letter, electronic e-mail or phone call to the household.

All student lunch accounts must be paid in full before the end of the school year. The School reserves the right to withhold report cards and student records until lunch account balances have been paid in full. Graduating eighth grade students must pay all charges in full. Failure to do so may result in the school district denying the student from participating in the graduation ceremonies.

The Board realizes that funds from the non-profit school food service account, according to Federal regulations, cannot be used to cover the cost of charged meals that have not been paid for. All charges not paid for before the end of the school year will be refunded to the school lunch account by the Board of Education. The school lunch program cannot be used to cover the cost of charged meals that have not been paid. The school district may refer any unpaid bills to a collection service.

If a financial hardship is suspected, the principal shall encourage the family to apply for free/reduced meals anytime during the school year.

(cf. 3542.1 – Food Service: Purpose and Facilities)

(cf. 3542.31 – Food Service: Free and Reduced Price Lunches)

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

State Board of Education Regulations

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education

“Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

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