

Business/Non-Instructional Operations

**ADMINISTRATIVE REGULATIONS ON
FOOD SERVICE CHARGING POLICY**

3542.43AR (a)

Procedures for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges.

The District will adhere to the following meal charge procedures:

1. Parents will receive a weekly email notification when their child's balance reaches -\$10.00.
2. Parents of students who amass a balance of -\$25.00 will be contacted by the Food Service Manager.

In addition,

1. All cafeteria purchases are to be prepaid before meal service begins and clear instructions will be provided to parents about how to prepay for student accounts.
2. A student who has charged a meal may not charge or purchase "a la Carte" item(s).
3. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
4. Schools may not deny a meal to a student who pays reduced or full price.
5. The food service manager or other school personnel will coordinate communications with the parent(s) to resolve the matter of unpaid charges. Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include contact information for local food pantries, application for free or reduced-price meals including information about the Supplemental Nutrition Assistance Program (SNAP), and a link to the Town's website that lists any community services available to town/city residents.
6. If a student's unpaid meal charges equal or exceed the cost of thirty meals, the District will also refer the parent to the McKinney-Vento Act Homeless Education Liaison, Executive Director of Special Education and Special Programs.

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3542.43AR (b)

Procedures for Student Lunch/Meal Accounts (continued)

7. If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s).
8. Parents will be notified every week of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters each week to parents of students who carry negative balances of \$10 and above.
9. Students who graduate or withdraw from the District and have \$5.00 or more left in their lunch/meal food service account will be notified by food services and given the option to transfer the funds to another student, donate to the school district balance fund, or to receive a refund. If no response is received within thirty days of the start of the following school year, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the school or district balance fund.

10/11/2022
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