

SHELTON PUBLIC SCHOOLS PROCEDURE FOR CHARGED MEALS

Although not required by law, the Shelton Public Schools approves a system to allow a student to charge a meal. The district cannot use funds from the non-profit school food service account to cover the cost of unpaid charged meals. Moreover, federal funds are intended to subsidize the meals of children and **may not** be used to subsidize meals for adults (teachers, staff, and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service.

The district strongly discourages meal charges, but understands that an occasional emergency may make this necessary. The district policy for charged meals is as follows for all Shelton public and parochial schools:

All students will be allowed to charge to a cap of \$10.00.

1. Charged meals will include only a USDA reimbursable meal (this is a traditional “hot lunch”, NO a la carte). The School Food Service will inform the student when his/her account has a low balance, or when the student begins charging.
2. After the 2nd charged meal, the Food Service Director will notify the parents by a letter and/or a phone call. **Balances are available 24/7 on the Infinite Campus Parent Portal.**
3. After the 3rd charge, the student may receive a designated menu alternate (i.e., **cheese sandwich and milk**) until all charged amounts are paid.
4. The district reserves the option to discontinue alternate meals should payment due exceed \$20 or not be forthcoming after two (2) weeks’ time.
5. The School Food Service will apply any payments brought or sent to school while the student has an outstanding balance to the delinquent balance until the account is current. The student cannot make a la carte or “snack” purchases while the account is delinquent.

At the end of the school year, the FSMC will provide a list of outstanding, unpaid balances which the district pays from General Funds to the School Lunch Fund.