

CHARGING SCHOOL MEALS

The Board of Education recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the District, the Board will allow students who may forget meal money to “charge” the cost of meals to be paid back at a later date, subject to the terms of this policy.

To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-priced meals:

- a) The District or its designee shall use a computer-generated point-of-sale system, which identifies and records all meals, as well as charge repayments.
- b) The District or its designee shall maintain a list of students who have charged meals, the number of occurrences, as well as the amount of money outstanding for each student.
- c) The District or its designee shall update the list each week and send the revised list to the Principal at each school and the District Treasurer.
- d) Students in all schools will be allowed to charge a maximum total amount of ten dollars (\$10.00). No a la carte items or snacks may be charged.
- e) Any student with outstanding charges will not be allowed to purchase snacks.
- f) If a student account goes negative, the cashier at the Middle School/High School will verbally suggest that the student have his/her parents/guardians add funds to his/her account. At the Elementary School, the cashier provides the teachers with notes to send home to the student’s parents informing them that the lunch account has gone negative. In addition, the Food Services Director sends out an email every two weeks to all parents/guardians when the account goes negative.
- g) If the cost of the meals charged by a student exceeds ten dollars (\$10.00), the Assistant Principal will telephone the student’s parent(s)/guardian(s) during this telephone conversation the student’s parent(s)/guardian(s) will be informed of the amount of the student’s outstanding balance, instructed to add funds to the student’s account. The parent(s)/guardian(s) will also be notified that if student’s balance goes unpaid/charged meals equal or exceed twenty dollars (\$20.00), the student will only be offered an alternative meal (Type A) option. Meal charges will continue to accrue.
- h) If the cost of the meals charged by a student equals or exceeds twenty dollars (\$20.00), a written notification will be given to the student’s parent(s)/guardian(s) by the Assistant Principal. The written notification will include the explanation that the

student has repeatedly charged meals, the amount of the outstanding balance owed to the District for the charged meals, an instruction to fund the student's meal account and an explanation that, until payment for the outstanding balance is received, the student will be offered an alternative meal option and meal charges will continue to accrue.

- i) A student who exceeds the maximum allowable charges will be offered an alternative meal option (Type A) consisting of items designated by the District:
 - 1. sun butter and jelly sandwich, a fruit and a milk OR
 - 2. cheese sandwich, a fruit and a milk OR
 - 3. If the student has an allergy to any ingredient in the above choices (per a diagnostic and dietary order by a licensed NYS physician), an alternative sandwich will be provided with a fruit and an alternative beverage.

Meal charges will continue to accrue when the alternative meal option is served.

- j) Staff members are allowed to purchase food from the District's Food Services Department. However all purchases must be on a cash basis. Staff members will not be allowed to charge any meals, a la carte items or snacks.

The District shall send a letter home to all parent(s)/guardian(s) on an annual basis prior to the opening of school outlining the requirements of this policy. The policy will also be available on the District's website.

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back. When charges are paid, these monies are not to be considered "a la carte" transactions.

Child Nutrition Act 1966, 42 United States Code (USC) Section 1779 et seq.
Richard B. Russell National School Lunch Act 1946, 42 United States Code (USC) Section 1758 (f)(1); 1766(a) et seq.
7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220
Education Law Sections 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)
8 New York Code of Rules and Regulations (NYCRR) Sections 200.2(b)(1) and 200.2(b)(2)
Social Services Law Section 95

Adopted: March 16, 2017