



# Port Chester-Rye Union Free School District

113 Bowman Avenue  
Port Chester, New York 10573  
914.934.7900

[www.portchesterschools.org](http://www.portchesterschools.org)

Sandra A. Clohessy, CPA  
School Business Administrator

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Dear Parents:

Beginning with school year 2017-2018, public school districts in New York State are required to have a written and clearly communicated policy to address student meal charges when payment cannot be collected at the point of service. The Port Chester-Rye Union Free School District Meal Charge Policy was written to be reasonable, well-defined and maintain the integrity and dignity of students and households. The policy, printed below, applies consistently for all age/grade groups.

## 8521 Meal Charge Policy

### I. Purpose

The goal of the Port Chester-Rye Union Free School District is to provide student access to nutritious no- or low-cost meals each school day.

However, unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish procedures to address unpaid meal charges. The provisions of this policy pertain to regular priced school lunch meals only. The District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

### II. Policy

- Free breakfast is provided to all students every day. A la carte and second meal purchases must be paid/prepaid.
- Free Meal Benefit (Lunch) - Free eligible students will be allowed to receive one free lunch each day. A la carte and second meal purchases must be paid/prepaid.
- Reduced Meal Benefit (Lunch) - Reduced eligible students will be allowed to receive lunch for \$0.00 each day. A la carte and second meal purchases must be paid/prepaid.
- Full Pay Students (Lunch) - Students will pay for meals at the school's published paid meal rate each day. A student will be allowed to charge one lunch a day to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
  - Students/Parents/Guardians may pay for meals in advance via [www.myschoolbucks.com](http://www.myschoolbucks.com) or with a check payable to Port Chester-Rye UFSD Lunch Fund. Further details are available on our webpage at [www.portchesterschools.org](http://www.portchesterschools.org). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day.
  - Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of deficit balances will be sent to parents/guardians by the building principal during the school year. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable.
  - Any remaining funds for a particular student will be carried over to the next school year.
  - Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted to the food service director. Students who are graduating at

the end of the year will be given the option to transfer to a sibling's account with a written request submitted to food service director. The food service director can be reached at 914-934-7976 to begin the process.

- Remaining funds must be requested within one school year. Unclaimed funds will then become the property of the Port Chester-Rye Union Free School District Food Service Program.
- Outstanding student charges (also called delinquent debt) resulting from nonpayment for school meals is not an allowable cost to the nonprofit school food service account and cannot be absorbed by the School Nutrition Program at the end of the school year or carried forward to the next school year. If the Port Chester-Rye Union Free School District allows students to accumulate charges and those charges are not paid, the District must subsidize the nonprofit school food service account for all unpaid meals by June 30th of each year. The subsidy must be from the general or other non-federal source.

The policy will also be posted on the District website for future reference.

Thank you for your attention to this very important matter.

Sincerely,

Sandra A. Clohessy, CPA  
*School Business Administrator*