

## **Business/Non-Instructional Operations**

### **Food Service**

#### **Charging Policy**

The goal of the food service program is to provide students with nutritious and healthy foods, through the Amity Regional School District No. 5 (ARSD) food services program, that will enhance learning. The school nutrition program is an essential part of the education system; and by providing good tasting and nutritious meals in pleasant surroundings we are helping to teach students the value of good nutrition.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced price meals to eligible secondary students enrolled in the ARSD schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced price meals is completed and approved. All applications for free and reduced price lunch and any related information will be considered strictly confidential and not to be shared outside of the ARSD's finance department and food services program unless as allowed by law. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the ARSD's participation in the Child Nutrition Programs the Board approves the establishment of a system to allow a student to charge a meal. 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. 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 or through pre-paid accounts.

The Board prohibits the public identification or shaming of a child/student for any unpaid charges including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student
- Designating a specific meal option for such student or otherwise taking any disciplinary action against such student

A student needing to charge a meal will be informed of his/her right to purchase a meal, which may exclude a la carte items, for any school breakfast, lunch, or other feeding.

In order to sustain ARSD's food services program, ARSD cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or his/her designee shall

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develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Director and/or the applicable school Principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

### **Definitions**

"Delinquent Debt" are unpaid meal charges, like any other money owed to the non-profit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" is when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the non-profit school food service account but must be restored using non-federal funds

### **District-Wide**

1. ARSD uses MyPaymentsPlus, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, and make deposits to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance an amount not to exceed the cost of thirty (30) meals. Negative balance status can be avoided by making a payment in the form of cash, check, or by credit card to the MyPaymentsPlus website
2. Student shall be allowed up to thirty (30) reimbursable meal charges. All other snacks or a la carte items shall not be charged. After thirty charges the parents/guardians of such child will be referred to ARSD's homeless education liaison.
3. Parents are responsible for providing meals or meal money for their student(s). Parents will be notified when charges are incurred. All credited meals must be repaid. Borrowing or charging is only in an emergency. Repayment is expected within 10 business days. Snack and a la carte purchases are cash only. If a student with a negative balance attempts to purchase a-la-carte items with cash, the money must first be applied to the negative balance.

Communications with parents/guardians regarding collection of a student's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program, and a link to ARSD's website that lists any community services available to town residents.

The Board will accept gifts, donations, or grants from any public or private sources for the purpose

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of paying off any unpaid charges for school meals.

### **Delinquent Debt and Bad Debt**

ARSD's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt" as defined, as long as it is considered collectible and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2017-2018 school year.

After reasonable attempts are made to collect the delinquent debt and it is determined that further collection efforts are useless or too costly the debt must be reclassified as "bad debt." Such debt shall be written off as an operating loss not to be absorbed by the non-profit school food service account but must be restored using non-federal funds. The general operating budget is the funding source for the bad debts.

### **Dissemination of Policy**

This policy shall be provided in writing to all households at the start of each school year and to households transferring to ARSD during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the ARSD website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

ARSD's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

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(cf.3542-Food Service)

(cf. 3542.31 - Free or Reduced Price Lunch Program)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46).

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 State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016.

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 USDA Guidance:  
SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"  
SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"  
SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"  
SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools."