

<i>Policy</i>	<i>Title</i> <b>COLLECTION OF PAYMENTS FOR SCHOOL MEALS</b>	<i>Code</i> <b>EFDA</b>
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***HOLLISTON***

The purpose of this policy is to establish consistent meal account procedures throughout the Holliston Public Schools.

- 1) All school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student, and said record will be made available to any student's parent(s)/guardian(s) upon request. Holliston's School Food Services shall inform parent(s)/guardian(s) that meals can be paid for in advance and that positive balances may be maintained in a student's account to minimize the possibility that a child will be without meal money on any given day. If a student is without meal money on a consistent basis, School Food Services will investigate the situation more closely, including contacting the parent(s)/guardian(s) to bring money to the school and/or encouraging the parent(s)/guardian(s) to apply for free or reduced-price meals.
  - a) **Blocks on Accounts:** A parent/guardian may call the food services director to place a block on their child's account to prohibit the purchase of a la carte items or to set a dollar cap. The Holliston business manager may instruct the food services director to place a block on a student's account due to non-payment of district fees or other collection issues.
  - b) **Refunds:**  
**Withdrawn Students:** For any student who has withdrawn from Holliston Public Schools, a written request, including via email, for a refund of any money remaining in the student's account must be submitted.  
**Graduating Students:** Students who are graduating at the end of the school year will be given a refund. Funds can also be transferred to a sibling's account upon written request.
  - c) **Unclaimed Funds:** All refunds must be requested within one year. Unclaimed funds will then become the property of School Food Services.
- 2) **Free and Reduced Price Meals:**
  - a) Students who have "free lunch status" will not be allowed to carry a negative account balance. Free lunch status allows a student to receive a free meal everyday. A la carte items are not part of the National School Lunch Program.
  - b) Students who have "reduced lunch status" will be allowed to carry a negative account balance up to a maximum dollar equivalent of six reduced priced meals, which will be known as the "account cap." Reduced lunch status allows a student to receive reduced priced meals at the price set by the National School Lunch Program.

### 3) All Other Students:

- a) All other students will be allowed to charge up to an “account cap,” the equivalent of three meals. If the student exceeds the account cap, the account will be considered to have a balance owed and collection activities, as described below in item 4, shall commence.
- b) When the student reaches the account cap, they will still be offered lunch, which will not differ from what is currently available to other students.
- c) This meal will be charged to the student’s lunch account at the standard lunch rate. Parent(s)/guardian(s) are responsible for payment of these meals to School Food Services.
- d) Once the student reaches the account cap, no a la carte items will be sold to the student. .

### 4) Balances Owed

- a) Notices of deficit balances will be sent to parent(s)/guardian(s) at regular intervals during the school year. All such notices will contain the eligibility criteria and application information for free or reduced price school meals through the National School Lunch Program. Within 15 days of notice, a parent/guardian must either:
  - Make account payment in full;
  - Arrange a payment plan; or
  - Submit an application, if eligible, for free or reduced-price meals.
- b) If the parent/guardian does not respond in one of the manners outlined in Section 4a within 15 days after receiving notice, the superintendent or his/her designee may take one or more of the following actions, unless prohibited by state law or regulation:
  - i. Delay the issuance of report cards, transfer cards, room assignments, and/or schedules until obligations are met.
  - ii. Prohibit participation of student or other students in the student’s household in any future fee-based program until outstanding balances are resolved.
  - iii. Prohibit student participation in senior activities or graduation exercises.
  - iv. Refer the matter to small claims court, collection agency, and/or the District Attorney's Office.
- c) Checks Returned for Non-Sufficient Funds (NSF): When a check is returned to the Treasurer’s Office for “NSF,” a letter will be sent to inform the parent(s)/guardian(s) from the food services director. Payment for the “NSF” check must be in the form of cash, cashier’s check, or money order. Payment must be received within ten days of the date of the letter. Any penalty fee will be made payable to the Town of Holliston and sent to School Food Services. The penalty fee and the amount of the check will be deducted from the student’s lunch account immediately upon notice from the bank and the above mentioned rules will take effect. Second requests will follow M.G.L. Chapter 93 § 40A.
- d) All charges not paid before the end of the school year will be carried forward into the next school year.

First Reading:	December 15, 2016
Second Reading:	January 19, 2017
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Policy Adopted:	February 2, 2017
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Legal References:	7 CFR 210, Office of Management and Budget Circular A-87; M.G.L. Chapter 71: Section 72. Sale of lunches; M.G.L. Chapter 71: Section 68. Duties of towns to maintain schools; transportation of children; school building committee representation; M.G.L. Chapter 71: Section 37K. Business demonstration projects; disposition of proceeds; M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks; penalty; M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty; M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for payment
Policy Cross Reference:	
Procedure Reference:	