

5661	Charging School Meals
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The Board of Education recognizes that on occasion, parents may forget to provide sufficient funds for their student(s) to purchase meals at school. However, unpaid charges place a large financial burden on the District. 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.

In accordance with USDA Child Nutrition Program regulations the Board shall:

- a. Allow only a regular meal to be charged. Charging of items outside of the regular, reimbursable meal (e.g. snacks, a la carte items, second servings, etc.) is expressly prohibited.

Parents/Guardians are responsible for meal payment to the food service program. A student will be allowed to charge five (5) meals to their account after which parents will be notified. Notices of deficit balances will be sent to parents/guardians at regular intervals during the school year.

If financial hardship exists, parents are encouraged to apply for free or reduced price lunches for their child if applicable.

Payment Methods

Cash/Check

Parents/Guardians/Students may pay in advance with a check payable to the Ballston Spa Central School District, or with cash at the point of sale.

Online

Parents/Guardians may pay for meals in advance via the District's online system. Further details are available on the web at www.bscsd.org.

Unused Funds

Carry Over

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Refunds for withdrawn, and graduating students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. Students who are graduating at the end of the year will also be given the option to transfer to a sibling's account with a written request.

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Unclaimed Funds

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Food Service Program.

Balances Owed

Collection of owed balances will follow the procedures set by the District. If it is suspected that a student/parent is abusing this policy, the privilege of charging meals may be refused. Refusing students K – 8 or students with disabilities is prohibited by the Board.

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.

Staff

Staff members are allowed to purchase food from the district’s food services. However, all purchases must be on a cash basis. Staff members will not be allowed to charge meals to be repaid later.

Adoption Date: 07/10/2019