

LUNCH ACCOUNT EXPECTATIONS AND PROCEDURES

Newport School District Lunch Account Expectations and Procedures

It is the goal of the Newport School District to feed our students nutritious and balanced meals to support their classroom learning and quality of life. With recent changes to Federal guidelines, districts are required to develop account expectations and procedures.

The Nutrition Services Department is responsible for maintaining records of meal charges and alerting households of meal balances by way of calls, emails and letters.

The school district is responsible for assisting the Nutrition Services Department in collection of unpaid funds as well as intervention on an administrative level if deemed necessary.

Parents/Guardians are responsible for maintaining a positive meal account balance for students and delegating responsibility to adult students. All charges made to your child's meal account are expected to be paid in full.

The Policy

At all grade levels:

1. Our District is currently qualified for the Community Eligibility Program at all schools. This allows each students to receive 1 reimbursable Breakfast and Lunch Free each day.
2. Past balances prior to CEP are still owed for that Student. Negative balances Will be sent out during parent teacher conferences. Notices by mail, email and phone calls will be done throughout the school year.
3. An application for school meals should be submitted at the beginning of each school year, the current application is the Child Nutrition Eligibility and Education Benefit and is for all schools. Applications are on our webpage, and may be re-submitted at any time during the school year.
- 4- All ala carte items must be paid for at time of purchase or have a positive balance in their account
Ala Carte purchasing will not be allowed when there is a negative balance (Extra milk/entree, chips, etc.)

5- Please Note: No student will be denied a meal under any circumstances.

Payments:

Payments may be made on-line with credit or debt, all school cafeterias or

In the drop box at each school front office

Refunds:

Students withdrawing or graduating from the district can request a refund by contacting the Child Nutrition Office; you must provide your name, the student's name, an address and a phone number.

Reimbursable Meals:

Please understand, in order for a purchase or receive a qualify reimbursable a student must follow the federal guidelines for both breakfast and lunch with the proper meal components included. The student must choose three items from the service line, and one of those items must be at least a half of a cup of fruit or a vegetable.

Under the new Federal guidelines, if a student refuses to take three things, that student Will be charged per item, and that purchase will not qualify as a reimbursable meal.