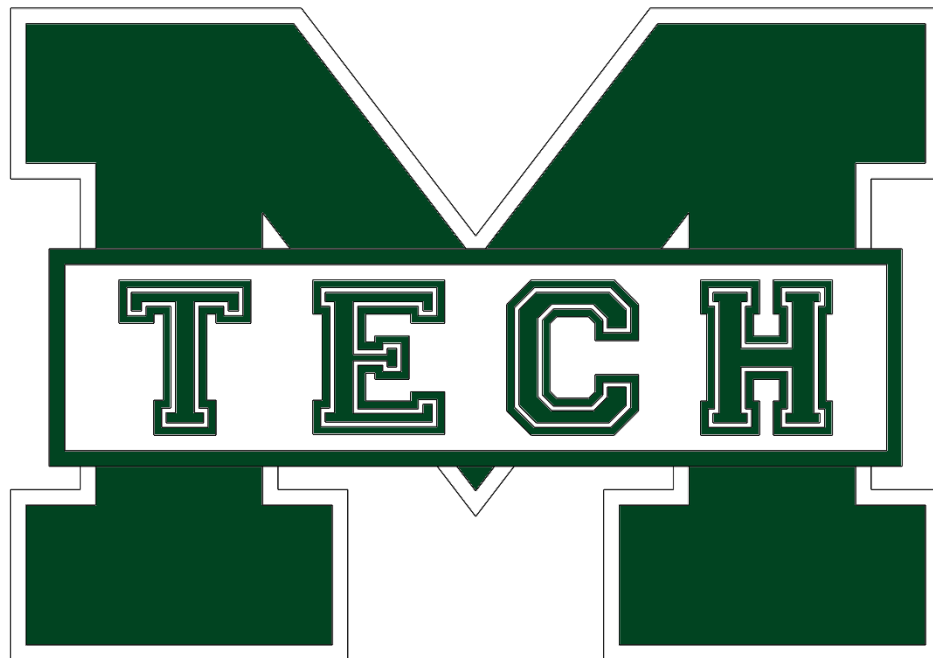


Northern Berkshire Vocational Regional School District

McCann Technical School



**Food Service Unpaid Meal Charge
Policy**

2024-2025

Effective January 2025

District Philosophy

It is the philosophy of the District to provide nutritious meals to all students who wish to have a meal as well as students who are eligible for a free or reduced-price meal per the regulations of the National School Lunch Program. Parents/guardians are responsible for either providing their children with meals, or the District in conjunction with the Commonwealth of Massachusetts offers universal free lunch and breakfast to all students in the school. The District also participates in the Community Eligibility Provision. The school **does not allow the charging of any second meal or a la carte foods students may want to purchase**. We do have student accounts where parents/guardians may send in a check or add a cash payment to add to a student's account to purchase any extra lunches or any of the a la carte foods we sell for example: bottled spring water, cookies, extra milk etc. **Under no circumstance will any student be denied the first breakfast and/or the first lunch meal**. A child will not be denied a school meal because of parental negligence as we know this unfairly punishes children and impedes their ability to learn.

Regulations and Guidelines

This policy is informed by regulations and guidelines published by the United States Department of Agriculture under the National School Lunch Program, Massachusetts General Law, and the Massachusetts Department of Elementary and Secondary Education's Office for Food and Nutrition Programs.

Policies

a) Policy on Communicating Student Food Account Balances

Parents/guardians of students who have a negative account balance will receive an email communicating the negative balance amount until it is rectified. The use of automated telephone calls will also be employed for the collection of delinquent accounts. Parents/guardians may replenishment their child's account by sending in a check made out to McCann Technical School or send in a cash payment with your child to the cashiers in the cafeteria to avoid negative account balances.

b) Policy on Charging Meals and a la Carte Items

All students are entitled to one complete breakfast and one complete lunch at no cost each day. Students may purchase an additional meal or a la carte items if they have a positive fund balance on their account or pay for it at the point of sale registers. Students with a negative fund balance or insufficient funds to cover an optional purchase may **not** purchase an additional meal or a la carte items.

c) Policy on Delinquent Debt Collections

Payment for negative account balances may be made at any time by parents/guardians or students. The parent/guardian may contact the school lunch head cook or the food service director to review the charges or account balances by calling (413) 663-5383 ext. 171 during the school day. Students may also rectify their account by paying cash or by check to the cashier at the school. Parents/guardians may also rectify negative accounts by making a check payment to the McCann Technical School and mailing it or dropping it off at the Food Service Director's Office, McCann Technical School, 70 Hodges Cross Road, North Adams, MA 01247. When a student account balance goes negative to a sum that exceeds one time the cost of a lunch meal, this will be

considered a delinquent account. The Food Service Director will then begin collection efforts in the following order: first by having the cashiers verbally remind the students about their low or delinquent accounts to remind them to pay. Second, we will email and or call the respective parent or guardian. Third the Food Service Director will share a negative account balance report with school assistant principal because this information may be useful as an additional symptom of a larger problem that the student and their family are experiencing. If attempts by the Food Service Director do not result in payment, then the delinquent account will be sent to the School District Office. The District Office will attempt collection through parent/guardian communications. Collection efforts may result in denial of access to discretionary school programs, pursuit in small claims court. Denial of access to school programs as noted above may include but is not limited to: graduation activities or ceremonies, and/or participation in extra-curricular/after school programs, and other, optional, fee-based programs. All delinquent account charges must be settled at the end of the school year or any time a student leaves the school.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Policy References

MGL C. 71, Section 72

United States Department of Agriculture, National School Lunch Program Regulations

Massachusetts Department of Elementary and Secondary Education, Office for Food and Nutrition Regulations

fns.usda.gov