

# North Adams Community Schools

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## North Adams Food Services Charge Procedure

NACS Food Services is not required by State or Federal mandate to provide meals to non-paying, full price, or reduced-price students. However, we do understand that an occasional emergency makes it necessary. The procedure is as follows:

ALL households will be advised of the procedure to ensure that if a student fails to comply with the procedure, they understand the consequence.

The goal of North Adams Community Schools breakfast and lunch program is to provide healthy meals to children during the school day. In order to serve high-quality meals to all children, we must make sure we are financially secure. Parent(s)/Guardian(s) play a key role in this effort, and are responsible for purchases made by your child in our school cafeterias.

It is strongly encouraged that parents/guardians make meal payments in advance. Payments are processed through eFunds: <https://nadams.familyportal.cloud/>

Parents may also send in cash/check in a sealed envelope with student's last name/first name printed clearly.

Payments toward anticipated remaining balances, however, may begin immediately and are encouraged. Attempts to contact student households will be made twice weekly. Biannually (January and June) households with accounts with an outstanding balance of -\$25.00 will be sent to collections officers and incur additional fees. Please note student fee balances roll forward each year and accumulate if collections attempts fail. Students must have all fees paid in full to participate in their senior year commencement ceremony. Student fee balances will be tracked using a fiscal yearly ledger July thru June for each department including Food Service Student Lunch Accounts.

For some students, there may be opportunities for additional help with these fees using an unobligated balance in the applicable fund sufficient to pay if they have specific extenuating circumstances. Some examples of those circumstances include, but are not limited to, homelessness, placement in foster care, living in a multi-family household, parent being deployed by the military, and children who are formally or informally emancipated from their parents/guardians. If you feel your child may qualify under these extenuating circumstances, please contact Taylor Oliver at [olivert@nadams.k12.in.us](mailto:olivert@nadams.k12.in.us).

- HOUSEHOLDS WILL RECEIVE DAILY PHONE CALLS FROM OUR AUTOMATED SYSTEM IF THEIR STUDENT ACCOUNT IS in the negative and twice weekly if the account is BELOW \$3.00

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- Student balance letters may be sent home weekly/monthly to parents of students who carry negative balance of \$10.00 and above for all middle/high & parochial students.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- Ala carte or extra purchase will not be permitted for any account in the negative.
- All negative accounts must be settled prior to a seniors commencement, or they shall not participate in commencement ceremony.
- NACS Food Services may not deny a meal to free approved children for meal charges incurred while their meal benefit application was being processed.
- Parents will be notified that their student accounts will be deducted for any checks reported insufficient funds. Outstanding amounts will be sent to Collections Officers and further fees will be applied.
- The school will provide a meal of choice for any student until the balance is paid. The food service manager will monitor any students owing money at meal periods to make certain the student is receiving a lunch provided by the parent/guardian. The building principal will notify the “Child Protective Services” in the event any student is not being provided a lunch by a parent/guardian.
- Funds may be transferred between student accounts in the same household up until one week after the close of the school year. Negative balances are forwarded to collections in January and again on the first week of June of each school year.
- Students who graduate or withdraw from the corporation and have \$10.00 or more left in their lunch service account can contact North Adams Community Schools Foodservices (260)724-7121 opt 8 to receive a refund or donate leftover funds to our Student Help Fund for students in need. The donations in this account are made available to children who do not have the funds needed to pay for their breakfast or lunch during the school day.
- We remind parents that student ID cards must be presented for checking out books in the library and for using lunch accounts in the cafeteria in order to provide the speediest service. Students without an ID card will need to use the designated look up lane or wait till the end of the line for all other students to be served.
- **With your support, we can feed the hungry and engage our community in the fight to end hunger. Make your hunger donation today by calling 260-724-7121 opt 8. Your generous gift will help families struggling to provide lunch money and make a difference in your own community.**

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2024-2025 Meal Prices:

Bellmont High School Meal Options \$2.90

Bellmont Elementary School, Belmont Middle School CEP-No Charge

“This institution is an equal opportunity provider and employer”

Rev 7/1/2024