

Book	Policy Manual
Section	Section 5000 - Non-Instructional/Business Operations
Title	Meal Charging
Code	5665
Status	Active
Adopted	March 20, 2023

## **MEAL CHARGING**

### **I. Purpose**

Sherman Central School participates in the USDA Child Nutrition Programs including NSLP and NSB and operates the district's program within the requirements of the federal and state regulations and guidelines applicable to the programs.

It is the district's goal to provide students with access to nutritious no cost meals each school day and to ensure that no student is treated differently.

Sherman Central School currently operates under Community Eligibility Provision (CEP) and all students regardless of income are offered one free breakfast and lunch.

The District shall apply for funding under the Community Eligibility Provision (CEP) for each school year for which CEP is available and the District meets the eligibility criteria. If the District receives funding pursuant to CEP then meals will be provided to all students without cost to the student, consistent with all regulations applicable to CEP and the amount of funding received. Records shall be maintained in the form necessary to ensure the District's compliance and continued eligibility.

The intent of this policy is to establish procedures in the district so students are not stigmatized, distressed or embarrassed. This applies to reimbursable breakfast, lunch and snack. Charging of items outside of reimbursable meals (a-la-carte, adult meals, etc.) is expressly prohibited.

### **II. Policy**

Free Meal Benefit – All students may receive one reimbursable breakfast, lunch and snack (when available) per day. A-la-carte items or other similar items must be paid or pre-paid.

### **ONGOING STAFF TRAINING:**

Staff will be trained annually and throughout the year as needed on the procedures.

Students/Parents/Guardians may pay for a-la-carte items at [www.myschoolbucks.com](http://www.myschoolbucks.com) or with cash or check payable to Sherman Central School. Further details are available on our webpage at [www.shermancsd.org](http://www.shermancsd.org). Funds are not necessary for reimbursable meals, only additional items. Any remaining funds for a particular student may/will be carried over to the next school year.

Refunds for withdrawn and graduating students - a written or emailed request for a refund of any money remaining in their account must be submitted.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 be given the option to transfer to a sibling's account with a written request.

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