

SALEM SCHOOL DISTRICT
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

FOOD SERVICE: CHARGING POLICY

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced price meals to eligible elementary and secondary students enrolled in the District's schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced price meals is completed and approved. All applications for free and reduced price lunch and any related information will be considered strictly confidential and not to be shared outside of the District's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

As required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults. Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

The Board prohibits the public identification or shaming of a child/student for any unpaid charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student,
- Designating a specific meal option for such student or otherwise taking any disciplinary action against such student.

A student needing to charge a meal will be informed of his/her right to purchase a meal, which excludes a la carte items, for any school breakfast or lunch.

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Service Director and/or the Principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

Definitions

"Delinquent Debt" are unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" are when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account, but must be restored using nonfederal funds.

Student Meal Service Guidelines

1. The District uses MySchoolBucks, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account.
2. A-la-carte items shall not be charged at any time. Additionally, students may only charge one meal per day during their meal service period Breakfast and Lunch.
3. Communications with parents/guardians regarding collection of a child's unpaid meal charges shall include information on local food pantries, application for free or reduced price meals and the Department of Social Services' supplemental nutrition assistance program and a link to the Town's website that lists any community services available to residents of Salem.
4. No student shall be deprived a reimbursable meal due to forgotten or lost meal money.
5. The Board will accept gifts, donations, or grants from any public or private sources for the purpose of paying off any unpaid charges for school meals.
6. The District strongly discourages meal charges, but understands that an occasional emergency makes it necessary. The District/School policy requests that all charges must be paid in 10 days using MySchoolBucks online payment system.
7. If a student's unpaid meal; charges equal the cost of 30 meals, the parent/guardian of the student will be referred to the designated McKinney-Vento Act Homeless Education Liaison or School Social Worker.

Delinquent Debt and Bad Debt

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2017-2018 school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt."

All debts not paid for before the end of the school year will be refunded to the school lunch account by the Board of Education. The school lunch program cannot be used to cover the cost of charged meals that have not been paid. The school district may refer any unpaid bills/debts to a collection service.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The District's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

(cf. 3542.1 - Food Service: Purpose and Facilities)

(cf. 3542.31 – Food Service: Free and Reduced Price Meals)

Legal Reference: Connecticut General Statutes: [10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees. (as amended by PA 21-46) [10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs. [10-215b](#) Duties of State Board of Education re feeding programs. State Board of Education Regulations: State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016. Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students". National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772. USDA Guidance: SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"; SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"; SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"; and SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools".

Policy Adopted: August 20, 2012

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