The Lincoln Public Schools (LPS) offers breakfast and lunch to all students daily. Employees are also offered the privilege of participating in this program. Payment for meals is required at the time of purchase. The Food Service Vendor has implemented a billing system whereby students and adults may charge meals daily at the school level. Meals can be prepaid by setting up an account online with MySchoolBucks or with cash or check at the school register. For those meals that are not prepaid, bills will be calculated and mailed on a monthly basis. The Lincoln Public Schools encourages those families that may qualify for free and/or reduced meals to submit an application. The following sets out the guidelines for administering the collection of food service accounts.

The Lincoln Public Schools complies with all state and federal regulations in providing healthy meals to students.

In accordance with Federal Law and the US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, gender expression, age disability, or retaliation.

Billing Procedure:

1. As previously stated, payment for meals is required at the time of purchase or via prepayment.

2. If a negative balance exists on an account, bills will be calculated and sent out by the 7th of each month, beginning on October 7.

3. Payment in full is due by the end of the month.

4. A second bill will be mailed when the original bill becomes past due.

5. All delinquent accounts ($25.00 or greater) will result in loss of charging privileges for students and school personnel on all items other than meals (e.g. snacks). Delinquent account holders will be notified by mail or email by the Business Office that charge privileges have been suspended.

    a. When the account has an outstanding or negative balance, the parent/guardian will be notified via mail, email or other form of communication;

    b. When the account has an outstanding or negative balance of Twenty-Five Dollars ($25.00), the parent/guardian will be notified via a telephone call and/or letter.

c. When the account has an outstanding or negative balance of Fifty Dollars ($50.00), the parent/guardian will be notified via letter and/or telephone call. The letter shall inform the parent/guardian that if the account is not brought current within ten (10) days, or if a payment arrangement has not been reached, then the matter will be referred to collections. The letter shall also include a print out of all transactions charged to the account within the last thirty (30) school days.

6. Circumstances may arise that justify termination of a debt.

The Lincoln Public Schools' Food Service Vendor has the authority to track and collect all debts as long as the child is a student of The Lincoln Public Schools.

All costs associated with the collection of an overdue account shall become the liability of the debtor.

END OF YEAR BALANCES

At the end of each school year, any credit or balance due will carry over with the student to the next school year. Parents/Guardians will have thirty (30) days from the first day of school to pay any negative balance from the previous school year. Following the 30th day of non-payment, all charging privileges will be suspended and the account may be placed into collections. All seniors will have to pay any debt in full prior to graduation.

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TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island