

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 761 - MEAL CHARGE POLICY

- A. The Director of Business Services shall have primary responsibility for the management of the District's food service program meal charge policy. The District will work in close partnership with the Food Service Management Company (FSMC) to ensure the policy and procedures developed follow the current federal, state and local guidelines.
- B. The district encourages the completion of free/reduced lunch applications for any family that may qualify for assistance. Applications can be completed at any time during the school year to determine eligibility. Multiple applications can be completed if necessary during the year to determine eligibility. Please contact the school office, food service department or student data management specialist for more information.
- C. Meal accounts are established on a family account basis. All children charging for purchases will affect the daily account balance.
- D. Funds may be deposited in a family account via online fee payment or cash, check or money order to the food service bookkeeper or in each school office. Online fee payment is free if payment is made via e-check. Current account balances are available online through the District's student information system or by calling the food service bookkeeper. Payments made and received by the food service department by 10:00 a.m. will be added to the family account on that same day.
- E. A parent or guardian may set a daily limit on food charges for their family account.
- F. A parent or guardian may restrict purchases via ala carte on their family account
- G. Family account balances may not have a negative balance of \$25 or more. If an account reaches negative \$25 or more, an alternative meal may be served in accordance with the following procedures:
 - 1. Students that are currently eligible to receive free meals will receive a federally reimbursable meal regardless of current account balance.
 - 2. Any student providing cash in line will receive a federally reimbursable meal regardless of current account balance.
 - 3. Ala carte items cannot be purchased by any student who has a negative balance of any amount.

4. A daily notification of students receiving an alternative meal will be sent to the Building Principal.
 5. Up to three alternative meals will be allowed (per each family member per each occurrence) should insufficient funds be available in the family account. Parent or guardians will be contacted if an alternative meal is served.
 6. No staff member will be permitted to discard a student's tray if they reach the end of the line with a meal that does not qualify as an alternative meal. Staff may be allowed to return items to the food service area if allowed under USDA.
- H. The District will make reasonable efforts to collect on delinquent accounts.
- I. When all students from a family withdraw or graduate from the District, remaining funds will attempt to be returned. Families will have the option to designate remaining funds to delinquent accounts or other families that need financial assistance. Any family that qualified for free/reduced meals in the year of withdrawal or graduation will automatically receive a refund in accordance with current federal law. Families that do not respond will have unclaimed funds sent to the Department of Revenues as Unclaimed Property per current guidelines.
- J. Nondiscrimination Statement - The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the

letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- Fax: (202) 690-7442; or
- E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

ADOPTION DATE: August 28, 2006
REVISION DATE(S): December 11, 2017
REVIEW DATE(S):
CROSS-REFERENCE: Policy 761 Meal Charge Policy
LEGAL REFERENCE: 7 CFR, 245.5, Section 118.13, SP 46-2016,