

Policy EFD

Meal Charging Policy

Federal Food Program

RSU 23 participates in the food program sponsored by the United States Department of Agriculture and the State Department of Educational and Cultural Services. The federal assistance under these programs, allows us to provide some meals free or at reduced price, dependent on family income. The regulations of the National School Nutrition Program will be used in administering our participation in the program.

It is necessary on some occasions for a student to charge meals, but charges shall not be unlimited. The procedure for limiting and collecting charges is as follows:

First Level:

1. **Students are allowed to charge up to \$6.00** before a personal phone call or email from the FNS Manager or Director is made to the student's guardian. The date of this phone call and/or email, and any subsequent call or email, is documented on the Manager Notification Record. FNS Manager or Director will inform parents of free and reduced meal applications as applicable when making the phone call.

Second Level:

2. **Once \$12.00 in charges is reached**, the FNS Manager or Director notifies the Principal, Guidance Counselor, or school-based administrator of the meal charges. A letter and F/R Application goes home to the parents or guardian explaining the need to pay off meal charges. The FNS Manager records the date this letter is sent home on the Manager Notification Record.

Third Level (High School Only):

3. Once \$25.00 in charges is reached, students will be given a sandwich with fruits, vegetables, and a milk for lunch and a bagel, fruits, and milk for breakfast. This meal will have a charge of \$1.00 that will be added to the student's account balance.

Additional Charging Procedures:

1. Letters will be sent home at the conclusion of the school year to the guardian(s) of any student with a negative account balance. If the account is not paid over the summer, a letter will again go home before school begins again.

2. Seniors will not be permitted to receive their diploma if they have a negative account balance. The student and their guardian(s) will be notified in March and again in April prior to graduation of any outstanding balances. After May 15 of each year, no senior will be permitted to charge a meal. They will instead be provided an alternate meal consisting of a sandwich, fruits, vegetables, and milk if they need a meal. If there are circumstances presented to the Superintendent and/or Food and Nutrition Services Director that prevent the student in question from paying their bill before graduation, the district will cover the balance.

3. Adults may not charge meals or ala carte items. Lunch Accounts can be made for adults. They may bring money in the form of cash or checks to pay for the meal at the point of service, or to be added to their account for future use.

4. Students may not charge ala carte items. Students may not purchase ala carte food items (including milk) any time they have a negative balance.

RSU 23

Food and Nutrition Services Director: 934-4461 ext. 1239

According to our records, as of _____, the school meal account for _____ is in negative status at the amount of -\$_____.

Please pay the amount owed immediately and include your child's PIN # on the payment envelope or check.

Payments can be made at your school cafeteria (cash or check) or online via **myschoolbucks.com**
Note: You may monitor account balances and view meal histories online without making a payment through **myschoolbucks.com**. You will need to register at this site to access this free service.

If you believe you qualify for Free or Reduced price meals, please complete the enclosed Free and Reduced Application and return to Caroline Trinder at Old Orchard Beach High School (room 209).

If you have already made payment to your child's account please disregard this notice.

Please call if you have any questions or need further assistance.

Sincerely,

FNS Manager

Principal

Cc: Guidance Counselor _____

