



EAST HAMPTON PUBLIC SCHOOLS

PAUL K. SMITH
Superintendent of Schools

MARY E. CLARK
Director of Curriculum and Instruction

1 COMMUNITY DRIVE, STE 1
EAST HAMPTON, CONNECTICUT 06424
(860) 365-4000

RODNEY L. MOSIER II
Director of Special Education
and Pupil Personnel Services

KAREN HITCHCOCK ASETTA
School Business Manager

East Hampton School District Unpaid Meal Fee Protocol 2023-24

East Hampton Public School (EHPS) District recognizes the important link between proper nutrition and academic success. The purpose of this policy is to establish a consistent district procedure for charging meals when students do not have money to pay, notifying parents or guardians of negative balances, and ensuring eligible children are certified for free and reduced-price school meals.

Charging Meals

Parents/ guardians should prepay for their child's school meals using Meal Magic, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, and make deposits to their child's school meal account. Students with insufficient funds in their accounts will be permitted to charge a meal, excluding a la carte items.

Once a week an automated reminder e-mail will be sent to the parents/ guardians of any student who has unpaid charges. If payment is not received, a follow up phone call may be made or a formal letter may be sent to the parents/ guardians. Communications to the parent/guardian shall include information regarding local food pantries; an application for free or reduced-price meals and for the supplemental nutrition assistance program administered by the Department of Social Services; and a link to the district's website listing any community services available to the residents of East Hampton. If the unpaid charges due are equal to or more than the cost of thirty meals, such parent/guardian shall be referred to EHPS's Liaison for Homeless Students. Publicly identifying or shaming a student for any such unpaid charges, including, but not limited to, 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 is prohibited.

Adults are not allowed to charge meals and shall pay for such meals at the time of service through their pre-paid lunch account.

EHPS may accept gifts, donations or grants from any public or private sources for the purpose of paying off any unpaid charges for school meals. A No Child Hungry fund has been established for these donations and will be used at the end of the year to help pay the cost of any charges that remain unpaid.

This protocol shall be included in the student/parent handbooks and placed on the EHPS Nutrition Services website.