

FREE AND REDUCED PRICE FOOD SERVICES PROCEDURES

1. Grades K-12
Charging of school meals is discouraged. The School Committee understands that there may be times when special situations exist such as a student forgetting money for school meals. To accommodate these special situations, students will be allowed to charge up to five (5) school meals and will be expected to pay for any charged meals the following school day. Families will be notified after three (3) charged meals. Bills will be sent home via mail or e-mail. In addition, families will be notified by school administration or designee.

Any student who owe five (5) school meals will be expected to bring their meals from home or receive an alternate entrée in place of the regularly scheduled entrée until the negative balance is paid or the family becomes eligible for free meals.
2. At the start of each school year, families are encouraged to apply for free/reduced meals. Families who were eligible for free or reduced meals the previous school year will continue to receive free or reduced meals for up to thirty (30) days. If a new free or reduced meal application is not approved or submitted, students will be placed on full pay status. Families who received free or reduced meals the previous year will be contacted by mail in mid-September reminding them to re-apply.
3. Bills for outstanding balances from previous school years will be mailed to families prior to the first day of school. Students with outstanding balances will be expected to bring their meals from home or receive the alternate entrée in place of the regularly scheduled entrée until the outstanding balance is paid in full or the family has become eligible for free meals by submitting an application.
4. Families may apply for free or reduced meals at any time during the school year and as financial situations change. Staff members who feel that a student may be eligible for free or reduced meals should contact Food Services personnel.

First Reading: 8/15/17

Second Reading: adopted 9/11/17

SANFORD SCHOOL DEPARTMENT