

Title: NEGATIVE BALANCE PROCEDURES  
FOR THE SCHOOL LUNCH PROGRAM

Policy: EBC

NEW SHOREHAM SCHOOL DISTRICT  
BLOCK ISLAND SCHOOL

In order to provide students and parents in the New Shoreham School Department (Block Island School) with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances will be implemented *effective September 1, 2014*:

1. The Block Island School encourages parents to pre-pay meals for their children, thereby eliminating situations that could develop during lunchtime over negative balances. Pre-payments for lunch and breakfast can now be made online. Cash and check payments will continue to be accepted at the school, however, payments made online or by check are preferred.
2. Students wanting a lunch and not having money to purchase a lunch will be allowed to charge a lunch, with repayment expected within two (2) school days.
3. Students may charge their accounts only for a reimbursable meal or milk – students will not be permitted to charge a la carte items.
4. Letters will be sent bi-weekly to parents of students whose balances exceed \$20.00. Once balance notification has been sent out, parents will have ten (10) days to pay or make arrangements to pay outstanding student balances. Student accounts with balances higher than negative twenty dollars (-\$20) for which payment arrangements have not been made are subject to closure by the Block Island School. Parents will be notified of any account closures.
5. Parents are strongly encouraged to submit free/reduced lunch application forms yearly as well as when their household information or income changes. Applications can be submitted at any time and are available at the school. While we strongly encourage families to apply for free/reduced meal benefits, the final application responsibility lies with the parents.
6. Families who have remaining fiscal issues with or without free/reduced lunch support are encouraged to seek out community resources, such as the Mary D fund, for additional help.
7. Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through the online system. This system can be used to confirm payments have been received, make payments, and monitor account activity. The online system also has the ability to automatically send out balance alerts to parents as their students draw down from their accounts. To register, parents go directly to the website or follow the link through the Block Island School website.
8. The Block Island School is committed to providing meals to students who choose to participate in the program. However, there is a responsibility on the part of the students and parents to satisfy all financial obligations to the lunch program in a timely manner.

Policy Adopted: August 19, 2014

*New Shoreham School District, Block Island School*