

Hermon School Department

MEAL CHARGING PROCEDURE

The Hermon School Department believes that the School Nutrition Program plays an important role in helping our students succeed in school. Proper nutrition is not only essential for growing bodies, but also assists students in reaching their full potential in academics. The School Department's intent is to ensure that the learning process is not impeded in any way for students who are hungry due to not having a proper breakfast or lunch. The National School Lunch Program provides the School Department with funding for families who may be eligible for free or reduced-cost meals.

First and foremost, it is the parent/guardian's responsibility to make sure that his/her child has access to proper nutrition either by means of completing a free/reduced form, sending in monies, or sending the student with food each day. For students who are not eligible for free lunch, the School Department expects meals will be either pre-paid by putting monies on student lunch accounts or will be paid for at the time of service.

Applications for Free and Reduced meals may be submitted to the Food Service Department at any time during the school year. School personnel are available to assist anyone in completing the application for Free and Reduced Lunch.

Exceptions:

When circumstances prevent a student from paying for a meal at the time of purchase, the following rules apply:

- The student will be allowed to charge a meal approved by the National School Lunch Program. Meals will be charged to a student's lunch account, and these charges are expected to be paid back in a timely manner.
- Should a student's meal charges reach \$30.00 or more, the parent / guardian will be notified.
- The School Department feels strongly about supporting student's needs within the school day, and access to food is no exception. All lunch personnel will handle situations with as much privacy and respect as possible.

Charging procedures:

- A la carte items may NOT be charged.

- Only meals may be charged.
- At the elementary schools, a student who buys just milk because he/she has brought a meal from home must pay the full customary price for milk. This is true even if the student participates in the free or reduced-cost meal program. As federal regulations state, students participating in that program are approved for the meal only and cannot choose to receive just milk. They must get the meal in order for it to qualify under the free/reduced-cost meal program.
- Parents who do not wish to accrue charges can ask that their child not be allowed to have charging privileges. The parent/guardian must send an e-mail or a written note to the Food Services Director stating this desire. Otherwise, parents' consent to paying for any meal charges incurred by their child.
- The parent/guardian is responsible for keeping track of their child's charges and to be in touch with Food Services. Parents/guardians may view their child's account on the MYSchoolBucks link on the Food Services web page on the School Department website.

Billing procedures:

- Families owing less than \$30.00 will be contacted by the Food Services staff through email, phone call or a letter sent home.
- Family bills higher than \$30.00 are mailed home by the Food Services Director.
- Unpaid balances at the end of the school year may be referred to a collection agency.