

### **NUTRITION DEPARTMENT UNPAID MEALS AND MEAL CHARGING POLICY**

The RSU 56 School Nutrition Department strives to make sure that each child is fed every day.

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department.

The goals of the RSU 56 Nutrition Department are:

- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, student and parent/guardian to the maximum extent possible.
- To establish practices that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

#### Administration of Policy

1. It is recommended that all families apply for free and reduced-price meal benefits. Any family may apply for benefits at any time during the school year. Application links can be found on the RSU 56 webpage or by requesting an application from your child's school office or the Nutrition office. Assistance in applying for free and reduced priced meals may be obtained by contacting the School Nutrition Director at 562-4207 x252 or at [dnokes@rsu56.org](mailto:dnokes@rsu56.org).

2. Families are encouraged to pre-pay for meals. Myschoolbucks is a service that allows families to deposit funds, track purchases, and impose spending limits on their student's lunch account. You may monitor your child's account free of charge without utilizing the payment option. Money is accepted in the school cafeteria daily for payments on the day of service.

3. Written notification of the Unpaid Meals and Meal Charging policy along with prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the food service webpage, and is included in the on-line student handbook. The expectation is that parents will review the policy and acknowledge their understanding. The Unpaid Meals and Charge policy will also be provided the 1st time the policy is applied to a specific student (e.g., mail, email, or a note home).

4. Payment is expected at the time of meal service. In the case that a student does not have sufficient funds to cover their meal at the time of meal service they will be able to charge a regular reimbursable meal without any food choice limitations. A reimbursable meal consists of 5 components (milk, meat/meat alternate, grains, fruits & vegetables). A student must choose 3 of the 5 components with at least one being a fruit or vegetable.

5. If a child has money to purchase a reduced price or paid meal, the child will be provided a meal. School's may not use that child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

6. In the case of charges of 3 meals or more, the following actions will be taken:

- Phone calls and written reminders are made weekly in attempts to collect the debt.
- No charges are allowed for extras or a la carte food on any negative account or accounts with a zero balance.

7. All delinquent accounts at the beginning of May of the current school year may be subject to collections for payment. Unpaid meal charges will be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts will continue into the new school year. RSU 56 offers repayment plans on delinquent debt.

First Reading: April 24, 2018  
Second Reading: May 8, 2018  
Adopted: May 8, 2018

I have read and understand the Unpaid Meals and Meal Charging Policy.

Student's Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_