

**Regional School Unit #34 Policy on Payment for Food Services**

It is preferred that all meals be paid for in advance or paid for at the time of service. Meals may be paid for by sending cash or a check with the student or through an on-line payment option.

If meals are not paid for in advance or at the time of service, students will be granted the privilege of charging meals. There will be no charging of a la carte items. In this policy statement, the term "charging" refers to any and all forms of exchange where there is a verbal agreement for payment of a meal after the service of the meal.

Students whose living conditions change such that they lack a fixed, regular, and adequate nighttime residence likely qualify for free lunch under the McKinney-Vento Act; students or parents should contact the school office for rapid referral to the RSU #34 Liaison.

Parents/Guardians may access a student's lunch balance and/or make payments at any time by logging on to [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents may also check balances by calling the school or the RSU #34 Food Service Office. The Food Service Director shall develop a system of notifying parents/guardians on a regular and timely basis of unpaid balances.

RSU #34 shall make a reasonable attempt to collect unpaid balances at the end of the school year. RSU #34 reserves the right to utilize outside collection services for balances that exceed \$50.00. Parents/guardians will be notified again of unpaid balances by letter prior to the start of the new school year.

There will be a \$20.00 fee charged on returned checks. Cash only or on line payment may be requested of families who pay by checks that are repeatedly returned for insufficient funds.

The Superintendent of Schools is responsible for the development of process/procedure/regulations necessary to implement this policy.

First Reading: July 17, 2013

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