

## MEAL CHARGE

Section E: Support Services	File: EFD
-----------------------------	-----------

### **PURPOSE/POLICY:**

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 this policy are:

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

### **SCOPE OF RESPONSIBILITY:**

- The Food Service Department: Responsible for maintaining charge records and notifying the student's parent/guardian with written documentation, negative balance memo.
- The School District: Responsible for assisting the Food Service Department in collecting debts after numerous attempts have failed.
- The Parent/Guardian: Immediate payment

### **PROCEDURE:**

1. Student groups:
  - Elementary students: Grades Pre-K-3, will be allowed to charge meals
    - These meals will include only menu items part of the reimbursable meal and milk, if purchased separately.
    - No student/employee interactions to collect negative balances.
  - Middle School and Upper Elementary School students: Grades 4-8
    - Will be allowed to charge a maximum dollar amount of \$9.00, three meals.
    - No ala carte items may be charged.
  - High School students: will not be allowed to charge any school meal or ala carte items.

### **RECORD KEEPING:**

- For departmental record-keeping the food service department will track notification dates for all negative balance memos sent home and phone calls made.
- If payments have not been collected after these numerous attempts, the food service department will notify the school principals
- After Memorial Day, all charging will be cut off with the exception of grades Pre- K-3:
  - Parents/Guardians will be sent a written request for "Payment in Full".
  - If negative balances remain prior to the end of the school year, students may not be allowed to participate in grade level privileges (example: field day, attending graduation, proms, etc.)

- All charges not paid before the end of the school year will be carried forward into the next school year.
- If a financial hardship is suspected, the families may be encouraged to apply for free/reduced meals anytime during the school year.

SOURCE: MASC February 2018

LEGAL REF.: M.G.L. 71:55C

603 CMR 36:00

### **Version Control**

Action	Date
First Reading	5/21/2018
Second Reading	6/18/18
Adopted	6/18/18