

HADLEY PUBLIC SCHOOLS FOOD SERVICE ACCOUNT MANAGEMENT

Hadley Public Schools Food Service Department strives to provide students with healthy meals each day. However, unpaid charges place a financial burden on the district. In order to maintain compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances, the Hadley School Committee hereby establishes uniform meal account procedures. The provisions of this policy pertain to regular priced school lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, Hadley Public Schools provides this service as a courtesy to its students.

Full-Pay Students

Students at all grade levels will pay for meals at the district's published standard rate. A student will be allowed to charge a maximum of five (5) meals to their account after the balance reaches zero. A student will not be allowed to charge a la carte items once they have a negative balance on their account.

Free Meal Benefit

Students eligible for free lunch will be allowed to receive a lunch each day. A student will not be allowed to charge a la carte items once they have a negative balance on their account

Reduced Meal Benefit

Students eligible for reduced lunch will be allowed to receive a lunch for \$.40 each day. A student will be allowed to charge a maximum of ten (10) meals to their account after the balance reaches zero. A student will not be allowed to charge a la carte items once they have a negative balance on their account. A student will not be allowed to charge a la carte items once they have a negative balance on their account

Outstanding Balance Notification Procedures

Parents/guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians on a weekly basis during the school year. If a student's account becomes deficient by thirty dollars (\$30) or more, then notices will be sent by the Food Service Director. All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student, and said records are available by setting up an account online or by speaking with the Director of Food Services.

Students/parents/guardians may pay for meals in advance online, with a check payable to Hadley Public Schools Food Service or with cash at a register. Further details are available on our webpage at <http://www.hadleyschools.org>. Funds should be maintained in accounts to minimize

the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year. Refunds are granted for graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request for refund is also acceptable for non-seniors. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request. Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the Hadley Public Schools Food Service Program.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

The Collection Process

Step 1: When the charge amount exceeds the amounts set above, the Food and Nutrition Services Manager or designee will send a letter or email to the parent(s)/ guardian(s) requesting immediate payment.

Step 2: If a student's account balance exceeds \$50.00, the administration may prohibit participation by the student in any future fee-based program (field trips, user-fee based programs, etc.) and/ or privileges (parking, senior privileges) until the deficit balance is paid in full.

Additional Steps: If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions, unless prohibited by state law or regulation:

- Delay the issuance of class assignments until or unless the negative or delinquent balance is paid in full.
- Prohibit the student's participation or other students in the student's household from participating in any future fee or charge-based program until or unless the negative or delinquent balance is paid in full.
- If a senior's account is not in good standing as of May 1st, the administration may prohibit the student from participation in senior activities and/ or graduation exercises.

Debt Forgiveness: Nothing in this policy should preclude representatives of the District from pursuing and implementing compassionate debt forgiveness avenues for legitimate unforeseen circumstances which have contributed to the debt.

Adopted by Hadley School Committee 07-24-17

Reviewed March 9, 2018