

Business/Non-Instructional Operations

Food Service

Charging Policy

The Board of Education participation in the USDA Child Nutrition Program requires the establishment of a system to permit students to charge a meal in certain situations.

According to federal regulations, funds from the nonprofit School Food Service Account cannot be used to cover the cost of unpaid meals.

Federal funds are intended to subsidize the meals of children, and these funds may not be used to subsidize the meals of teachers, staff or visitors.

Charging is not encouraged by the Board, but on those occasions that a student does not have lunch money, s/he will be permitted to charge a reimbursable meal or be offered an alternate meal. An alternate meal is any meal that differs from the day's advertised, reimbursable meal. An alternate meal is a sandwich and milk.

The Board's policy regarding meal charging is as follows:

1. Allowable number of charged meals is two (2).
2. The School Food Service program will inform secondary level students verbally when they have a low account balance, or when they have charged a lunch. Ala carte menu items cannot be charged.
3. Parents of elementary school children who charge will be notified by a letter given to the student by his/her classroom teacher or by telephone that their child has received a charged meal. Middle and high school students' parents will receive notification by U.S. mail, email and/or phone.
4. After a student has reached the allowable number of charged meals, the School Food Service will provide an alternate meal.
5. Alternate meals will be provided until all charged amounts, including the costs for the alternate meals, are paid.
6. In the event of hardship situations, parent/guardians are encouraged to apply for free or reduced price meals.

This policy shall be included in student/parent handbooks, placed on the Board's website and the website of each school, and will be published at the beginning of each school year at the time information is distributed regarding free and reduced price meals.

Policy adopted:

March 14, 2017

East Haddam Board of Education
Moodus, CT