

CHARGING SCHOOL MEALS

I. Purpose

The goal of the Ichabod Crane Central School District is to provide student access to nutritious no- or low-cost meals each school day.

However, unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Ichabod Crane Central School District. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. The Ichabod Crane Central School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, snack etc.) is expressly prohibited.

II. Policy

- Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast for \$.25 and lunch for \$.25 each day. A student will be allowed to charge a maximum of 10 meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- Full Pay Students – Students will pay for meals at the school's published paid meal rate each day. 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 if applicable. A high student will be allowed to charge a maximum of 3 meals to their account after the balance reaches zero. Elementary & Middle school students can charge a maximum of 10 meals. Only 5 breakfasts may be charged K-8, no charging allowed in the High School. The charged meals offered to students will be reimbursable meals that are available to all students.
- Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians. Balance notifications will be emailed at the end of each week when a negative balance of \$10 is reached. If a student account balance reaches a past due amount of over \$25, the parent/guardian will be contacted by the building principal.

- Students/Parents/Guardians may pay for meals in advance via www.myschoolbucks.com or with a check payable to Ichabod Crane Central School District Further details are available on our webpage at www.ichabodcrane.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 may/will be carried over to the next school year.
- Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. 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 Ichabod Crane Food Service Program.
- Balances Owed collection of owed balances will follow the policies and procedures set by the school.

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 if applicable.

Effective: January 9, 2018