

## 8505 CHARGING SCHOOL MEALS

The Board of Education recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the district, the Board will allow students who may forget meal money to "charge" the cost of meals to be paid back at a later date subject to the terms in this policy.

To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-price meals, the Board shall:

1. allow only regular meals, meaning what is on the menu, excluding extras and snacks, to be charged:
2. limit the number of charges to three per student before the parent will be contacted via letter or phone call from the building principal or designee:
3. begin formal collections process when a student's balance reaches \$20, starting with outreach from the school's social worker;
4. use a computer-generated point of sale system. which identifies and records all meals as well as collects repayments.

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back. When charges are paid, these monies are not to be considered "a la carte" transactions, as a section on the daily cash report or deposit summary reads "charges paid."

If the District suspects that a student may be abusing this policy, written notice will be provided to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

The school district shall send a letter home to all parents on an annual basis prior to the opening day of school, outlining the requirements of this policy. The policy shall also be published in appropriate school and district publications.

Staff members are allowed to purchase food from the district's food services. However, all purchases must be on a cash basis. Staff members will not be allowed to charge meals to be repaid later.

Ref:

[42 USC § 1779](#) (Child Nutrition Act of 1966)

[42 USC §§ 1758\(f\)\(1\); 1766\(a\)](#) (National School Lunch Act)

Adoption date: March 8, 2017

**Lynbrook Union Free School District**