

Bedford Public Schools
Food Service Department

MEAL CHARGE POLICY

Bedford School Lunch program is committed to providing students with nutritious meals which complement the learning environment of our district schools. The Bedford School Lunch Program provides foods under the guidance of the USDA and the National School Lunch Program (NSLP). As part of this program any student's family may apply for free or reduced price meals at any time throughout the school year. Applications are available in all schools, on the district web site or the School Lunch Program office. Unpaid meal charges place a financial strain on the food service program, this policy is consistent with our responsibility to maintain the financial integrity of the Program.

I. Purpose/Policy:

- To communicate a written meal charge policy to all student families
- To establish a consistent district policy regarding meal charges
- To establish meal charge procedures when a student's account lack sufficient funds.
- To encourage parent/guardian to assume the responsibility for meal payments and to promote self-responsibility of the student.

II. Scope of Responsibility:

- The Food Service Department:
 - Communicate meal charge policy to student's, families and school staff
 - Maintain student account records using Nutrikids POS system
 - Notify the student's parent/guardian of low or outstanding balances.
 - Minimize identification of student's at the point of service with insufficient funds
- The Parent/Guardian: Payment of all student cafeteria purchases.

III. Administration:

1.) Free and Reduced priced students

a.) Free lunch status allows a child to receive a free meal each school day. A la carte purchases are not part of the NSLP. Free Lunch status students will not be allowed to have a negative account balance.

b.) Reduced Lunch status students will be allowed to have a negative account balance up to a maximum dollar equivalent of ten (10) reduced price meals; this will be known as an "account cap". Reduced lunch status allows a student to receive meals at a reduced price of \$.40. A la carte purchases will not be allowed without a positive balance or cash to pay for these items.

When a reduced priced student reaches the "account cap", they may be offered a designated menu alternate. Sample: cold sandwich with vegetable, fruit and milk.

2.) All Other (Paid) Students

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c.) Elementary and Middle School Students: will be allowed to charge up to a maximum dollar equivalent of five (5) meals, this will be known as the "account cap".

- (1) When the full pay student reaches the "account cap" they may be offered a designated menu alternate. Sample: cold sandwich with vegetable, fruit and milk.
- (2) The designated menu alternate will be charged to the student's lunch account at the standard lunch rate. Parent/Guardian are responsible for payment of these meals to the food service department.
- (3) Once the student reaches the maximum meal charge, no a la carte items will be allowed.

(b) High School Students: will be not allowed to charge a meal or a la carte items.

3.) A la carte items: A la carte items are any extra item which is not part of the lunch, for example a bottled water, cookie or large yogurt etc.

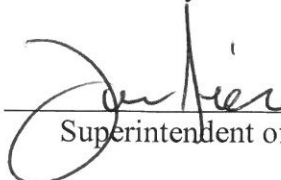
4. A meal: A meal as defined by the USDA includes the following items: a meat or meat alternative, fruit, vegetable, milk and grain. A meal consists of at least three of these items one item must be a fruit or a vegetable.

5.) Collection of balances: The School Lunch Program will inform student families of unpaid account balances by email, telephone and/or by mail weekly.

6.) Balances owed with no response by Parent/Guardian: If payment is not received, the Superintendent or his/her designee may take action as is deemed appropriate.

Account balances for all students can be checked at any time by logging on to MySchoolBucks.com or contacting the Food Service Office. All accounts must be settled by the end of the school year.

Approved



Superintendent of Schools

10/12/17
Date