

## FOOD SERVICE MANAGEMENT

### FOOD SERVICE ACCOUNT

#### Charging of Breakfast and Lunch Meals

The goal of the Windham Public Schools is to provide students with healthy meals each day. However, unpaid charges place a financial burden on the Windham School District. The purpose of this policy is to insure 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 intent of this policy is to establish uniform meal account procedures throughout the Windham Public Schools.

The Food Service program expects parents to prepay for lunch, milk and/or snacks, and not allow the account to become past due.

If an elementary and Middle student's account becomes two (2) meals overdrawn, the child will be offered a choice of the designated breakfast and lunch meals and no a la carte item purchases until the account is paid in full. This meal will be charged to the student's meal account at the appropriate rate.

High school students unable to pay, will be offered a meal but no a la carte item purchases. Credit will not be extended to staff.

Food service will make every effort to inform parents as to the status of the child's account. Parents of elementary students will receive weekly notices. Middle and High school students will be told of the account status as they purchase their meals and/or snacks. If a student's account becomes negative, weekly notification will be sent to the students/parents/guardians. Students/Parents/Guardians can set up low balance email notification and pay for meals in advance via <https://www.k12paymentcenter.com/> or with cash or a check payable to Windham School District. A positive balance should be maintained in childrens' account. Any remaining funds for a particular student will be carried over to the next school year or refunded upon the student leaving the District.

#### **Legal References:**

Windham School Board	Policy Code: EF
Adopted: June 19, 2012 Revised: August 15, 2017	

The FS operation may not incur debt whether they are running in the red or the black. Meal debt may not be carried over year to year by students; the food service operation must be reimbursed by another fund on an annual basis; at which point the meal debt belongs to the school district. The Windham School District may hold student diplomas, utilize small claims court etc. to recoup outstanding meal debt.

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