

MEAL CHARGE GUIDELINES

I. Purpose

The goal of the Woodbridge School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. 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 Woodbridge School District. The provisions of this policy pertain to regular priced school lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Woodbridge School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

II. Policy

Full Pay Student – Elementary will pay for meals at the district’s published standard rate each day. A student will be allowed to charge a maximum of thirty (30) meals to their account after the balance reaches zero. Once a student has charged those thirty meals, he/she will not be allowed to charge a la carte items.

Free Meal Benefit – Free status students will be allowed to receive a free lunch each day. A la carte purchases must be prepaid.

Reduced Meal Benefit – Reduced status students will be allowed to receive a lunch for \$.40 each day. A student will be allowed to charge a maximum of thirty (30) meals to their account after the balance reaches zero. Once a student has charged those thirty meals, he/she will not be allowed to charge a la carte items.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to the parents/guardians at regular intervals during the school year.

Our school cafeteria has a computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at www.mypaymentsplus.com or by speaking with the cafeteria supervisor.

Students/Parents/Guardians pay for meals in advance via www.mypaymentsplus.com or with a check payable to Beecher Road School Lunch Program. Further details are available on our webpage at www.woodbridge.k12.ct.us 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 will be carried over to the next school year.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. 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 Woodbridge School District Food Service Program.

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 guardians are encouraged to apply for free or reduced price lunches for their child.

For further guidance please refer to Board Policy 3542.43

