

Public Schools of Brookline Policy Manual

SECTION E

SUPPORT SERVICES

6 b. Meal Charge Policy: (Voted 7/9/18, #18-65)

I. PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district and to protect the solvency of the food service revolving fund. The goals of this policy are to:

- Establish a consistent district policy regarding meal charges and collection of charges.
- Ensure all families and students are treated with dignity regarding meal accounts.
- Ensure compliance with the United States Department of Agriculture (USDA) regarding meal charges and balances.

II. SCOPE OF RESPONSIBILITY:

PSB employees are responsible for supporting and meeting all compliance requirements of the Food Service Program provided by School Committee Policy, administrative directive, or USDA/Department of Elementary and Secondary Education (DESE) regulation or guidelines. The Food Service Department is responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service Department is also responsible for notifying the student's parent/guardian of low or outstanding balances with the help and assistance of the school principal when appropriate, as determined by the school principal.

III. ADMINISTRATION

The Superintendent, along with the Deputy Superintendent of Administration and Finance will provide administrative guidance and direction on the collection of school breakfast and lunch fees. The administrative guidance and direction will provide for the following:

- 1) **Meal Charges and Allowances** for Free, Reduced, and Paid Lunch Students and employees;
- 2) **Balances Owed:** Collection of Balances owed will follow the School Committee's policy, Student Fees, Fines, and Charges.
 - a) **Checks Returned for Non-Sufficient Funds:** Fees and Penalties will follow the direction of the Town Treasurer. Second requests will follow M.G.L. Chapter 93 §40A.
 - b) **Balances Owed with no response by Parent/Guardian or Employee:** If the payment is not received, the Superintendent or his/her designee may take action, if published and notice provided, unless or until prohibited by state law or regulation.
 - c) **Other remedies available to the Superintendent or designee:**
 - i) Employees carrying a negative account balance may be prevented from using their point of sale system account until the negative account balance is paid.
 - ii) All charges not paid before the end of the school year will be carried forward into the next school year.
 - iii) Seniors must pay all charges before participating in graduation activities.

Public Schools of Brookline Policy Manual

- 3) **Point of Sale System:** All school cafeterias will possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent/guardian upon request.
- a) **Refunds**
- i) Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.
 - ii) Graduating Students: Students who are graduating at the end of the year will be given a refund. Funds can also be transferred to a sibling's account with a written request.
- b) **Unclaimed Funds:** All refunds pursuant to Section III. 3(a) above must be requested within one year of withdrawal or graduation, as applicable. Thereafter, such funds will be deemed unclaimed funds. Unclaimed funds will then become the property of the Public Schools of Brookline Food Service Program.

Legal Reference: 7 CFR 210, Office of Management and Budget Circular A-87

M.G.L. Chapter 71: Section 72. Sale of lunches

M.G.L. Chapter 71: Section 68. Duties of towns to maintain schools; transportation of children; school building committee representation

M.G.L. Chapter 71: Section 37K. Business demonstration projects; disposition of proceeds

M.G.L. Chapter 44: Section 69. Municipal or district services, fees or charges; insufficient funds checks; penalty

M.G.L. Chapter 60: Section 57A. Payment by check not duly paid; penalty

M.G.L. Chapter 93: Section 40A. Dishonored checks; demand for payment

Policy Cross Reference:

Student Fees, Fines, and Charges