

USDA National School Breakfast and Lunch Program

SAU #58

(Groveton, Stratford & Stark)

ACCOUNT CHARGE & REFUND PROCEDURE

These rules apply to all schools that are participating in the National School Lunch Program. Per USDA regulations {2 CFR 200.426}, bad/uncollectable debt is not an allowable cost to be incurred within the school food service program.

Charge Policy:

All accounts for students will be set to allow charges for **reimbursable meals only**; no ala carte charges will be permitted.

- Milk is considered an ala carte and can only be charged to the meal account if the account is in good standing. Otherwise, the student will be encouraged to take a reimbursable meal, which includes milk. Fresh water is always available to students free of charge.
- No balance in arrears shall be allowed beyond the limit of two [2] lunches for elementary schools. The meal offered to the disabled student must conform to the special dietary needs requirements of the student, if applicable {FNS Instruction 765-7, Revision 2}.
- No balance in arrears shall be allowed beyond the limit of one [1] lunch for middle/high schools. The meal offered to the disabled student must conform to the special dietary needs requirements of the student, if applicable {FNS Instruction 765-7, Revision 2}.
- No meal will be denied to a free student regardless of any other charges at the school {FNS Instruction 765-7, Revision 2}.
- No meal will be denied to any student for disciplinary reasons {FNS Instruction 765-7, Revision 2}.
- No meal will be denied for unpaid charges if the student has money in hand for the current day's meal {FNS Instruction 765-7, Revision 2}.

We do however understand that there may be circumstances where procedure will supersede the policy. Upon our attempts via weekly student account balance notifications, parent phone calls and/or emails, school administration will be contacted if payment is unobtainable by cafeteria staff. During this time, no meals will be served without violating federal laws (there are exceptions explained above), unless directed by a school administrator in writing.

Any outstanding student balances that are deemed uncollectable will be covered by that school's student activity account designated for that purpose. Balances have been very minimal in the past and if that changes significantly and remains constant year after year, this procedure/process may have to be relooked at for other sources to cover this.

Adult/Staff Meal Accounts:

All accounts will be set to a no charge status. The account must be in good standing to allow meal and/or ala carte purchases to be charged to an adult/staff meal account. If accounts are not in good standing at yearend (June), administration will be notified and the business office will process a payroll deduction before final paychecks are dispersed.

Refund Policy:

For accounts with a positive balance at the end of the school year (June), one of two things can occur:

- For graduating students, positive balances will be transferred to younger siblings at the parent's request. If there is not another sibling, a positive balance refund request can be made up to three days after your last day of school. Please submit requests to The Abbey Group via email Julie@abbeygroup.net or via phone 802-933-4747 ext. 21. The school will then be notified to initiate a refund check. If a request is not made by this date, the balances will remain in the school's hot lunch program.
- For returning students with a positive balance, their balance will be carried over on their account into the new school year.

Notice to Students/Parents:

Annually this procedure is included in all school's student/parent/staff handbooks for proper notification {SP 46-2016 and SP 57-2016} for all new and returning students and staff members. Parents and students are required to sign and return their handbook acknowledgment form saying they have read and understand the policies and procedures in place at their school. This procedure is also available online within the food service website.