



Jamaica Village School



Committed to Excellence in Learning

To: Jamaica Village School Families and Staff
Re: Food Service Account Charge and Refund procedures
Date: August 19, 2016

All schools that participate in the National School Lunch Program must follow USDA regulation (2 CFR 200.426); "bad"/uncollectable debt is not an allowable cost to be incurred within the school food service program. Therefore, the following procedures will go into effect beginning with the 2016-2017 school year:

Charge Procedures

All accounts for students will be set to allow charges for reimbursable meals.

- Parents must communicate with The Abbey Group if they wish to allow charges for ala carte items. Please note: ala carte items will only be charged if there is permission and if there is a positive account balance. Ala carte items include milk (when not combined with a reimbursable meal), sides, snacks, juice, fruit, etc.
- No balance in arrears shall be allowed beyond the limit of 2 lunches for both students and staff.

We do, however, understand that there may be extenuating circumstances and we do have procedures in place for emergency meals. We will make every effort to communicate with you via weekly student account balance notifications provided by the Abbey Food Service Group, and if needed, administrative phone calls and/or emails will be made to collaboratively resolve any issues. We ask that you also contact the administration if such circumstances arise.

Refund Procedures:

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

- For returning students/staff with a positive balance, the balance will be carried over into the new school year.
- For a departing student with a positive balance, the balance can be transferred to a younger sibling's account at the request of a parent or a request can be made up to three days after the student/staff last day of school to The Abbey Group via email julie@abbeygroup.net or via phone (802) 933-4747 ext 21. If a request is not made within this timeframe, the balance will remain in the school lunch program.
- For a departing staff member with a positive balance, a request can be made up to three days after the student/staff last day of school to The Abbey Group via email julie@abbeygroup.net or via phone (802) 933-4747 ext 21. If a request is not made within this timeframe, the balance will remain in the school lunch program.