

North Country Supervisory Union  
Common Board Policy Manual

---

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

---

**E.16 DELINQUENT PAYMENT FOR SCHOOL LUNCHES**

It is the policy of the North Country Supervisory Union and its member schools to provide good school meals and milk at a reasonable price. Prepayment is required for full price meals and/or milk. The principal or principal designee is the delegated authority to approve credit for students without sufficient money to pay for full price meals, and/or milk.

The dollar limit for non-payment for a student is 10 days multiplied by the child's lunch rate. The dollar limit for non-payment for an adult is five days multiplied by the current lunch fee. After a student has reached the limit for charging, the child will be limited to a main meal only until payment is made. The principal or principal designee will communicate with parents whose account is in arrears by 10 days or more by using a bill from food service software and/or calling the parent. If payment is not promptly made to cover the overdue bill, the principal or principal designee will send the parent a letter. If a bill continues to be in arrears, the Principal will take appropriate action including:

- 1) send the parent a second letter,
- 2) bring the matter before the school board at a board meeting,
- 3) pursue a small claims court procedure,
- 4) if necessary, contacting the Department for Children & Families (DCF).

All financial obligations to the school must be satisfied before the start of the next school year.

Date Revised & Adopted:  
Brighton 09/18/2013  
Charleston 09/11/2013  
Coventry 09/18/2013  
Derby 09/10/2013  
Holland 09/09/2013  
Jay/Westfield 10/08/2013  
Lowell 09/16/2013  
Morgan 09/12/2013  
Newport City 09/09/2013  
Newport Town 09/11/2013  
Troy 09/11/2013  
NCUJHS 08/26/2013  
NCUHS 09/17/2013