

# Southwest Vermont Supervisory Union

## Meal Charge Procedure

### **Purpose**

The purpose of this procedure is to establish consistency for the Southwest Vermont Supervisory Union in providing meals to all students and in offering meal options to adults.

### **General Statement of Procedure**

The SVSU currently participates in the Community Eligibility Provision (CEP) that enables all schools to offer healthy breakfast and lunch meals to all students free of charge. Families are requested to fill out a Household Income Form each year to determine economic status for use in assessment and determining eligibility for other state and federal programs that benefit the students as well as the schools. {FNS 7 CFR Part 245}

Student accounts are used for the purchase of a la carte items, snack milk, or second meals. Adult accounts are used to purchase all food items. Payments to accounts are made in the school cafeteria, online at K-12 Payment Center ([www.k-12paymentcenter.com](http://www.k-12paymentcenter.com)) or by sending a check (payable to "SVSU Hot Lunch Program") to the school.

For adults: to obtain an existing meals account number, please contact a school cafeteria cashier. Or to set up an account, a form may be obtained in the Human Resources Department or an account can be established by directly contacting The Abbey Group (Maureen or Stephanie at 802-753-5723).

An active meals account is needed to use the online K-12 Payment Center. Questions or concerns can be directed to The Abbey Group at the above number or to Jim Kocsis at the SVSU Central Office (802-753-5825).

### **Charge Procedure**

Reimbursable breakfast and lunch meals are currently free for all students. No meal will be denied to any enrolled student for disciplinary reasons. Milk is considered an a la carte item and can only be charged to a meal account if the account is in good standing; otherwise the student is encouraged to take a reimbursable meal, which may include milk. Fresh water and/or potable water is always available to students free of charge.

All accounts (both student and adult) are set to a "no charge" status. Accounts must be in good standing to allow meal (2<sup>nd</sup> meals for students, 1<sup>st</sup> meals for adults) and/or a la carte purchases to be charged. Administration will review accounts regularly initiate collection for those not in good standing.

## **Refund Procedure**

For student accounts with a positive balance at the end of the school year (June), there are two options:

1. For graduating students, positive balances can be transferred to younger siblings at parent/guardian request. If there are no siblings, a positive balance refund request can be made up to three days after the last day of school. Please submit requests to The Abbey Group via email [m\\_oneil@svsu.org](mailto:m_oneil@svsu.org) or via phone 802-753-5723. 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.
2. For returning students with a positive balance, their balance will be carried over on their account into the new school year.

The same rollover or refund options are available to adult accounts with timing as identified above.