

# Franklin Northwest Supervisory Union

Franklin, Highgate, Sheldon, Swanton, & Missisquoi Valley Union Middle/High Schools

## Meal Charge Procedure

### I. PURPOSE

The purpose of this procedure is to establish consistent practices for the Franklin Northwest Supervisory Union (FNWSU) to provide meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

### II. GENERAL STATEMENT

- A. The FNWSU recognizes proper nutrition is essential for adequate learning to occur and to establish lifelong, healthy eating habits while also working to maintain the financial integrity of the school food service program.
- B. It is the policy of the FNWSU to offer high quality, healthy breakfasts and lunches that meet the federal guidelines for all students at a reasonable cost to ensure no child goes hungry.
- C. Payments to student accounts are made by sending cash or check (made payable to the individual school) directly to the school or by online payment if the school is registered with the K12 Payment Center.
- D. Free and Reduced Price meal applications are distributed to households in the summer mailing. Parents are encouraged to complete and return the applications as soon as possible. In addition, applications are available at the school office during regular business hours and online at:  
<http://education.vermont.gov/documents/nutrition-free-reduced-meals-application>.

NOTE: Changes in household size or income ARE reasons to re-apply for meal benefits and can be submitted at ANY time during the school year.

- 1. Households who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow a maximum of 10 days to approve a new application. No child is allowed a free or reduced price meal without an approved application or direct certification information on file. Parents will receive a notification letter of the student's eligibility showing the effective date. If a notification letter is not received within 10 days, the parent should check with the approving official at the school to see if the application has been received.
- 2. Households who receive 3SquaresVT or Reach-Up benefits will be sent a Direct Certification letter from the school that entitles all children in that household to receive free meals. If the household has not been notified, then the parents/guardian must contact the school immediately to provide current information.
- 3. Free and reduced-price eligible students may receive a breakfast and a lunch each day at no charge.
- 4. A la carte items, such as a separate carton of milk or a second entrée, are not allowed to be charged.

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## **III. MEAL CHARGE PROCEDURE**

- A. When funds are sent into the school, the amount is applied to the individual student's account.
- B. Students then charge their meals, milk, or a la carte items to this account.
- C. Student account balances are reviewed weekly for negative balances.
- D. If an individual student account has insufficient funds to pay for lunch meals, the school will begin contacting the family to make payment arrangements.
- E. Any charges incurred prior to the approval of a Free and Reduced Price Meal application are still the responsibility of the family to pay.
- F. Students with an overdrawn account are not allowed to charge a la carte items.
- G. All negative balances must be paid prior to the end of the school year. Any remaining balances will be carried over to the next school year.

## **IV. ACCOUNT STATUS NOTIFICATIONS**

- A. Households are strongly encouraged to keep sufficient funds in each student's account to cover weekly meal purchases. Families may contact the Food Service Representative at their school for account balances. Please see Addendum A for a contact list.
- B. A letter will be sent home with the child once their account shows a negative balance. This will come home in a "Confidential" envelope in the weekly correspondence with parents (i.e., Wednesday Weekly, Friday Folder, etc.).
- C. A second attempt will be made to contact the family by any means available, which may include but is not limited to a phone call, email, additional letter, etc., once a negative ten dollar (-\$10.00) balance is reached.
- D. Failure to pay, or failure of the family to provide sufficient information, will result in additional action.

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## **V. COLLECTION OF UNPAID MEAL DEBT**

- A. When the student balance has reached a negative standing, the following collection activities will be followed:
1. A letter will be sent home with the child at the first sign of a negative balance.
  2. A second attempt will be made to contact the family at a negative ten dollar (-\$10.00) balance.
  3. A Food Service Representative will contact the building Principal, Home School Coordinator, or designee if no payment is received.
  4. The building Principal, Home School Coordinator, or designee will contact the household to discuss the requirement of the family to provide meals for the student and make payment arrangements to the student account.
  5. The building Principal, Home School Coordinator, or designee may contact the local social services office if the household refuses to provide meals or pay for student meals.
  6. A certified letter may be sent to the household notifying them that the debt may be turned over to a collection agency if not paid by an agreed upon date.
  7. All funds owed to the food service program must be paid in full on or before the last day of school. Negative balances will carry forward to the following school year.

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## ADDENDUM A

### FOOD SERVICE CONTACT LIST

School Name	Contact	Food Service Role	Phone	Email
<b>Franklin Elementary</b>	Sue Sartwell*	Administrative Asst.	(802) 285-2100	<a href="mailto:ssartwell@fnwsu.org">ssartwell@fnwsu.org</a>
	Carolyn Bushey	Food Service	(802) 285-2100	<a href="mailto:cbushey@fnwsu.org">cbushey@fnwsu.org</a>
	Joyce Hakey	Principal	(802) 285-2100	<a href="mailto:jhakey@fnwsu.org">jhakey@fnwsu.org</a>
<b>Highgate Elementary</b>	Jessica Paquette*	Administrative Asst.	(802) 868-4170	<a href="mailto:jessicapayette@fnwsu.org">jessicapayette@fnwsu.org</a>
	Craig Aylward	PBIS Coordinator	(802) 868-4170	<a href="mailto:caylward@fnwsu.org">caylward@fnwsu.org</a>
	Chris Palmer	Vice Principal	(802) 868-4170	<a href="mailto:cpalmer@fnwsu.org">cpalmer@fnwsu.org</a>
	Patrick Hartnett	Principal	(802) 868-4170	<a href="mailto:phartnett@fnwsu.org">phartnett@fnwsu.org</a>
	Jill Farnsworth	Highgate Kitchen – The Abbey Group	(802) 868-4170	<a href="mailto:highgate@abbeygroup.net">highgate@abbeygroup.net</a>
<b>MVU</b>	Beth Greenia*	Guidance Secretary	(802) 868-7311	<a href="mailto:bgreenia@fnwsu.org">bgreenia@fnwsu.org</a>
	Dan Palmer	Middle School Interim Principal	(802) 868-7311	<a href="mailto:dpalmer@fnwsu.org">dpalmer@fnwsu.org</a>
	Jay Hartman	High School Interim Principal	(802) 868-7311	<a href="mailto:jhartman@fnwsu.org">jhartman@fnwsu.org</a>
	Desiree Lawrence	MVU Kitchen – The Abbey Group	(802) 868-0505	<a href="mailto:mvu@abbeygroup.net">mvu@abbeygroup.net</a>
<b>Sheldon Elementary</b>	Kalen Kane	Administrative Asst.	(802) 933-4909	<a href="mailto:kalen.kane@fnwsu.org">kalen.kane@fnwsu.org</a>
	Joanna Jerose	Home-School Coordinator	(802) 933-4909	<a href="mailto:jjerose@fnwsu.org">jjerose@fnwsu.org</a>
	Christie Martin	Principal	(802) 933-4909	<a href="mailto:cmartin@fnwsu.org">cmartin@fnwsu.org</a>
	Brenda Spears	Sheldon Kitchen – The Abbey Group	(802) 933-4909	<a href="mailto:sheldon@abbeygroup.net">sheldon@abbeygroup.net</a>
<b>Swanton Elementary</b>	Chrissy Longway*	Administrative Asst.	(802) 868-4920	<a href="mailto:clongway@fnwsu.org">clongway@fnwsu.org</a>
	Justina Jennett	Assistant Principal	(802) 868-4920	<a href="mailto:jjennett@fnwsu.org">jjennett@fnwsu.org</a>
	Dena St. Amour	Principal	(802) 868-5346	<a href="mailto:dstamour@fnwsu.org">dstamour@fnwsu.org</a>
	Sharae Hodgdon	Swanton Kitchen – The Abbey Group	(802) 868-3376	<a href="mailto:swanton@abbeygroup.net">swanton@abbeygroup.net</a>

\* Free and Reduced Price meal application contact.

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## ADDENDUM B

### HOT LUNCH PRICING

The following amounts are based on the current 2017-2018 School Year Calendar, subject to change. Average monthly calculation is based on an 18 school day month. The Annual calculation is based on attendance of 179 days.

	Franklin, Highgate, Swanton, Sheldon Elementary Schools	MVU Middle and High Schools
Daily	\$2.45	\$2.75
5-day week	\$12.25	\$13.75
Average Monthly (based on 18 school days)	\$44.10	\$49.50
Annually (based on 179 school days)	\$438.55	\$492.25