



BELLOWS FREE ACADEMY/NWTC  
FAIRFIELD CENTER SCHOOL  
ST. ALBANS CITY SCHOOL  
ST. ALBANS TOWN EDUCATIONAL CENTER



1 **PROCEDURE: MEAL CHARGES**

**CODE: F23P**

2 **PURPOSE**

3 The purpose of this procedure is to establish consistency for the Maple Run Unified School District  
4 to provide meals to students who have insufficient funds in their school meal accounts and the  
5 collection of unpaid meal debt.

6 **GENERAL STATEMENT OF PROCEDURE**

7 The Maple Run Unified School District recognizes proper nutrition is essential for adequate  
8 learning to occur and to establish lifelong, healthy eating habits while also working to maintain  
9 the financial integrity of the school food service program.

10 Maple Run Unified School District offers high quality, healthy breakfasts and lunches that meet  
11 the federal guidelines to all students at a reasonable cost to ensure no child goes hungry.

12 Payments to student accounts are made by cash, check or online.

13 Families may apply for free and reduced-price meals at any time during the school year. Meal  
14 applications are distributed to households by mail prior to the first day of school and/or sent  
15 home with students on the first day of school. Parents are encouraged to complete and return the  
16 applications as soon as possible. In addition, applications are available at the school office during  
17 regular business hours and online at [maplerun.org](http://maplerun.org). If household size changes or income changes,  
18 families may re-apply for meal benefits any time during the school year.

19 Households who apply for free and reduced-price meal benefits are responsible for payment of all  
20 school meals and accumulated charges until approval is granted. Federal guidelines allow a  
21 maximum of 10 days to approve a new application. No child is allowed a free or reduced-price  
22 meal without an approved application or direct certification information on file. Parents will  
23 receive a notification letter of the student's eligibility showing the effective date. If a notification  
24 letter is not received within 10 days, the parent should check at the school to see if the  
25 application was received.

26 Households who are receiving 3SquaresVT or Reach-Up benefits will receive a notification of  
27 eligibility letter based on Direct Certification from the school if the school has received  
28 information about your child(ren). If your household receives these benefits and you have not  
29 received this letter from the school, the school has not received information regarding eligibility  
30 of your child(ren). In this case the household must contact the school immediately to provide  
31 current information.

32 Free and reduced-price eligible students may receive a breakfast and a lunch each day at no cost.  
33 Separate la carte items or a second entrée, can be purchased if students have a positive account  
34 balance, cash or check.

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## MEAL CHARGE PROCEDURE

If the school participates in the Community Eligibility Program (SACS), meals are free of charge, but not a la carte items, such as a separate carton of milk or a second entrée.

If the student account has insufficient funds to pay for breakfast and/or lunch meals, students will be allowed to charge up to five meals. Students will always be provided a meal, which will be charged against their account.

All negative balances must be paid prior to the end of the school year. Any remaining positive balances will be carried over to the next school year.

A student who has 'cash/check in hand' at the time of meal service will be provided a meal regardless of unpaid student accounts. The 'cash/check in hand' will not be applied to past due accounts.

Students with an overdrawn account are not allowed to charge a la carte items or a second entrée.

## ACCOUNT STATUS NOTIFICATIONS

Households are strongly encouraged to keep sufficient funds in the student accounts to cover weekly meal purchases. The Maple Run Unified School District will notify each household of account balances in any or all of the following ways:

- The Food Service Program will send a monthly email or notice to families
- Families can check their account balances online via <https://www.k12paymentcenter.com>
- Families may contact the Food Service Program at their school

The family will be notified when the student account has reached a negative balance in any or all of the following ways:

- Email
- Phone call
- Written notice
- Contact by school personnel to help resolve the situation

## COLLECTION OF UNPAID MEAL DEBT

When the student balance reaches -\$50, any or all the following collection activities may occur:

- The Principal/designee will contact the household to problem solve providing meals for the student and to work out a payment plan.
- The building principal may contact the local social services office if the household refuses to provide meals or pay for student meals.
- All funds owed to the food service program will be paid in full on the last day of school.
- Central Office process will be followed for checks returned for in-sufficient funds.

Reviewed by: **MRUSD Leadership Team 8/10/2017**

Approved by:

		
Superintendent Signature	Printed Name	Date
		
SFA Representative Signature	Printed Name	Date