

Meal Charge Procedure

The LEARN Board of Directors has an agreement with the Connecticut State Department of Education to participate in the National School Lunch Program (NSLP) and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to this program. The Board also accepts full responsibility for providing regular priced meals, as well as free and reduced price meals for children qualifying under the guidelines identified by the NLSP.

The Board of Directors strongly discourages the charging of meals, but understands that an occasional emergency may occur. In the event a student has no money, or their account balance is insufficient, the student will be allowed to charge up to an accumulated maximum of \$40.00 (or 2 weeks' worth of meals). No extra meal, snack or ala-carte items shall be charged. Parent/guardians shall be notified weekly of any negative balance and asked for prompt payment.

No alternative meals will be served.

High Schools students are required to have their ID card to purchase a meal. A replacement ID card is available in the office for an additional charge.

Adults – are not permitted to charge at any building.

SCOPE OF RESPONSIBILITY:

Learn Magnet Office Food Service Department:

Shall serve as liaison between our food service programs, LEARN schools, parents, and students to ensure accuracy and to avoid any disruption in the student's access to receiving meals from school. Will access student charge records, troubleshoot and settle disputes, and notify the school district staff of outstanding balances. Will be point of contact for any and all state correspondence. Will support families, schools and our food service program in whatever needs may arise.

The School:

Shall be responsible for notifying the student's Parent/Guardian of charges incurred by the student. Also will be available to collect monies paid towards lunch accounts, and to assist families when questions or concerns arise.

-ALL students with a negative balance get a notice went home weekly; more than \$6.00 negative balance also receives automated School Messenger call on Tuesday.

-Any student with a negative balance of more than \$30, Parent/Guardian will receive a personal call home from school staff on Tuesday, meals will continue to be served up to 3 days.

-Any student with a negative balance of more than \$40, after receiving a call on Tuesday, and balance remains unpaid by Friday, Parent/Guardian will receive a phone call from the School Social Worker and/or Principal to see if there is an underlying problem, and if further assistance might be needed.

No lunches served from this point until payment or arrangement is made.

The Parent/Guardian:

Parent/Guardian will be responsible for making immediate payment, to avoid any disruption in their child's access to receiving meals from school, or shall send in meals from home. Payments may be made in each school, in advance or at the point of purchase or online, at: <http://www.learn.k12.ct.us/foodservice>

Parent/Guardian is also responsible for filling out and returning an Application for Free or Reduced-Priced School Meals in a prompt manner, on a yearly basis, or otherwise notifying LEARN of their child's Direct Certification status.

The LEARN Board of Directors realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Procedure adopted: June 8, 2017
LEARN