

FOOD SERVICE MEAL CHARGEGeneral Overview

The South Colonie Central School District Board of Education promotes healthy schools by supporting wellness practices and nutrition education so that all students can participate in positive dietary lifestyles/practices and recognizes the importance of good nutrition and its impact on student learning.

The Board also recognizes that on occasion, students may come to school without meal money. To ensure that students do not go hungry during the school day, promote responsible student behavior and minimize the revenue loss to the Food Services program, the Board will allow students who are without meal money to charge the cost of a complete “reimbursable” meal. Repayment of meals charged shall be subject to the meal charge limits as outlined in the Administrative Regulations. It shall be the responsibility of the Superintendent of Schools, or his/her designee, to promulgate administrative regulations.

Reference: NYS Child Nutrition Program Administration “Charge Policy” Memo (February 14, 2014).

Cross-Reference: 8500, Food Service Management
8520, Free and Reduced Price Food Services

Adopted: June 17, 2014

Revised: February 13, 2018

FOOD SERVICE MEAL CHARGE REGULATIONAdministrative Regulations

The following guidelines will be used to regulate meal charges in District schools:

1. Only complete, USDA “reimbursable” meals may be charged.
2. Meal charge limits for Elementary, Middle School and High School students are as follows:
 - Elementary, Middle School and High School: Three breakfast/three lunch reimbursable meal limit
 - Adults: no charging allowed at breakfast or lunch (*includes staff, guests, and visitors*)
3. Special accommodations will be made for students with disabilities.
4. À la carte foods and snacks may not be charged.
5. Students with negative account balances will not be able to purchase snacks or à la carte foods until negative balances are paid in full.
6. Meal charges and subsequent repayments will be recorded and tracked daily through the Food Services POS system, based on the students’ meal status (reduced price or full pay).
7. Low balance and negative balance letters will be sent home with all elementary students once a week. Low balance and negative balance letters will be mailed to Middle School and High School students on a monthly basis. Electronic and telephone account alerts to households may be utilized for notification of parents or guardians. As a reminder, eligibility information for free and reduced price meals will be sent with the low and negative balance letters.
8. Food Services office staff, along with Building Principals and/or staff, will assist in alerting the households of negative balances, will make reasonable and discreet efforts to collect unpaid meals, and will work to establish appropriate repayment plans based on family circumstances.
9. Parents and guardians will also have the option to set up an account to monitor account balances and/or make payments online through the Food Services POS system.
10. Upon notification from the District’s financial institution, any check received that is deemed to have non-sufficient funds, shall be deducted from the student’s account.
11. In the event that a student reaches the meal charge maximum and no payment has been received, the student will continue to receive a “reimbursable” meal until full payment is collected. Any student meal charges that remain unpaid at the end of the fiscal year shall be recorded as accounts receivable and carried over to the next fiscal year. At the close of

the subsequent fiscal year, delinquent meal charge debt remaining from the prior fiscal year shall be deemed uncollectable and no further collection efforts will be made. The uncollectable debt shall be reclassified by the District Treasurer from accounts receivable to uncollectable debt and written off as an operating loss against the District's General Fund Budget.

12. The District will provide notice to all parents and households annually of this policy prior to the opening day of school, outlining the requirements of this regulation. New students will be provided notice upon entrance. The regulation shall also be published on the District website, in District publications, and advertised via current District alert notification systems.
13. The Food Services department will continue its efforts to notify and inform all households of the availability of the USDA Federal Free or Reduced Price Meal Program, in an effort to help all qualifying families receive these meal benefits.

Reference: NYS Child Nutrition Program Administration "Charge Policy" Memo
(February 14, 2014).
USDA 2017 Edition: Overcoming the Unpaid Meal Challenge: Proven
Strategies from Our Nation's Schools (May 10, 2017)

Cross-Reference: 8500, Food Service Management
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