

SCHOOL ADMINISTRATIVE UNIT #44
Strafford School District
Strafford, NH 03884

POLICY #EFDA - FOOD SERVICE COLLECTION POLICY

Parents and/or guardians are expected to provide their child with meals during the school day. The District provides breakfast and lunch service. The parent(s) and/or guardian(s) have the choice of either 1) paying for meals through the food service program or 2) sending their child to school with a “home” lunch.

Each student will have his or her own food service account. An associated pin number will be assigned to each child by the Food Service Director.

Parents and/or guardians are asked to pre-pay to their child’s food service account. The account assigned to each student is a “debit card” system with pre-paid deposits and withdrawals for each breakfast and lunch. The computer system maintains a daily activity and balance report on each student. Payments to a child’s food service account can be made at any time, including summer vacation.

Parents and/or guardians may deposit money into their child(ren)’s account(s) in the following manners:

1. Sending in or bringing in a check or cash.
2. Applying money to the online account with credit or debit card.

Parents and/or guardians are encouraged to 1) deposit a minimum of two weeks of breakfast and/or lunch money into their child(ren)’s account, and to 2) maintain a positive cash balance during the entire school year.

Parents and/or guardians will be notified by the Food Service Director (via e-mail or printed notice) if their child’s debit account reaches a negative balance. Parents and/or guardians are asked to make a deposit into their child’s account as soon as possible after notification. Negative balance notifications will be sent weekly until the account is brought to a positive balance.

If and when a student account exceeds a negative balance of \$30.00, the student will no longer receive a regular item for lunch or breakfast and will be provided with a Peanut Butter and Jelly sandwich instead of the menued item. Students will only be provided the regular lunch meal once their account has sufficient funds deposited in it. Students are not allowed to end the school year with a negative balance.

RETURNED CHECKS:

Bank fees for any check that is returned for insufficient funds will be charged to the student account. If two checks are returned for insufficient funds, the student will be required to pay for their lunch in cash for the remainder of the school year.

POLICY #EFDA - FOOD SERVICE COLLECTION POLICY
PAGE TWO

Collection procedures will be initiated for any student account that has a negative balance for 30 days or more. The procedures will include a certified letter/return receipt to the responsible party. This letter will be followed by a telephone call from the Food Service Director, Assistant Principal or Guidance Counselor.

Parents and/or guardians will have two weeks after receipt of the certified letter to speak with the school and make arrangements for payment. If there is no response within the two week period, action will be taken in small claims court. The cost of small claims court will be the responsibility of the parents and/or guardians. The cost will be added to the balance owed.

ECONOMIC HARDSHIP:

In cases of economic hardship, parents and/or guardians are encouraged to file an application to participate in the national free and reduced meals program. Applications are available on the Strafford School District's website or from the Food Service Director. The information provided is completely confidential. Once approved for the free meals program, the student's account will be eligible to receive a free breakfast and lunch. Any outstanding money owed to the food service program prior to being approved for free or reduced lunch is still owed by the parent and/or guardian. Once approved for the reduced meals program, the student's account will receive a partial credit toward daily breakfast and lunch (reduced meals cost 40 cents for lunch and 30 cents for breakfast; prepayment to the student's debit account is requested). Applicants must reapply annually for the free and reduced program (within the first 30 school days).

ADOPTED BY THE BOARD
November 9, 2016

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