

**MILLINOCKET SCHOOL BOARD POLICY
SCHOOL LUNCH CHARGING POLICY**

Students and/or parents/guardians will be notified yearly of this policy by posting it on the website and including it in the beginning of the year student packets.

Administration and the school nutrition program will establish a method for finding assistance for students who can't pay their food service bills. The student and/or parents/guardians will be notified of balances in writing, by phone, and by on-line school nutrition services. A payment plan will be offered, should it become necessary. If there continues to be nonpayment on the account, bills will continue to be sent.

Delinquent debt notifications will be made within one (1) week of delinquency in writing and by phone, and a payment plan will be offered. The Food Service Manager is responsible for collecting delinquent accounts and bad debt. The school nutrition program will not expend any amount beyond the total debt for collection purposes. Should it become necessary, debt will be restored from the General Fund or by donations.

GRADES PRE-KINDERGARTEN – FIVE:

Recognizing that some families who are eligible for full or reduced price meals do not send payment for meals or make other provisions for meeting the nutritional needs of their children, meals may be provided to children of such families in accordance with the following guideline:

A family whose yearly income does not fall within the eligibility guidelines for free or reduced price meals may be approved for free or reduced meals if the following steps are taken to establish the need of the children:

1. The family will be contacted in writing when a \$10 charge is accrued to pay for meals already served to the student.

GRADES SIX - TWELVE:

1. Students will be made aware of balances under \$5. If an account has insufficient funds for the meal and the student has no means for lunch, s/he will be allowed to charge meals only and the parents will be notified by email, phone or mail and asked to make immediate payment. When \$20 limit is reached, the School Principal, recognizing that the parent is not providing payment for meals served nor a bag lunch for the child, will contact the parent and/or document the need for the child to receive free meals on a temporary basis. If so determined, such meals shall be claimed for reimbursement according to State guidelines.

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