

UXBRIDGE PUBLIC SCHOOLS

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Food Service Department

EQUITY · RESPECT · RESPONSIBILITY · COLLABORATION

MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to all school meals under the USDA Child Nutrition Program. The School District will provide a regular meal to all students. The parent/guardian is responsible for any meal charges incurred.

Meal Charges and Balances

Breakfast and Lunch are available at no cost to all students.

Students will pay for 2nd meals at the regular rate and any A la Carte (including milk) items purchased outside of the reimbursable meal. Payment options will be delineated, on the Uxbridge Public Schools website, in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. This will include milk that is not taken with the meal. **Milk is not free for any student that does not take a meal.** Potable water will be made available for students who do not receive a meal. The parent/guardian is responsible for any meal charges incurred.

If there is a financial hardship, a parent/guardian should contact the Food Service Director directly to discuss payment options such as an individualized repayment plan.

****Faculty will not be allowed to charge to their account. Meals must be paid for at the time of Service.**

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. If notices do not result in payment, the district will contact the parents/guardians responsible for the payment. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parents/guardians have issues with student purchases they should contact the Food Service Director for assistance.

Parents/Guardians may pay for additional meals,snacks, extra milk or milk for home packed lunches in advance. Student & Faculty lunch accounts must be maintained in order to make purchases. Further details are available on the school district webpage and in student handbooks. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks or the Uxbridge Public Schools website for more details) or by speaking with the school's Food Service Director. The point of sale system is designed to prevent direct identification of a student's meal status. Parents/guardians are encouraged to set up automated low-balance email alerts through the online payment system. If notices do not result in payment, parents will receive a phone call from the Food Service Director. If the phone call does not result in payment the Food Service Director shall turn the account over to the business office.

Refunds

A refund will be issued upon written request for graduating students that no longer have a sibling in the district. Graduating students with a positive balance that have a sibling(s) will have their funds transferred to a sibling account or another student's account if a request is made. **Refund requests must be submitted within six (6) months of graduation.** All remaining balances will be deposited into the food service account.

Refunds of withdrawn students require a written request (email, postal, or in person) for a refund of any money within **six months** of withdrawal.

Delinquent Accounts/Collections

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Business Manager for their review. The Business Manager shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law. Faculty accounts must be paid prior to the end of the School year. Delinquent accounts will be referred to the Superintendent. For their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

Unresolved delinquent accounts will be made whole at the end of the fiscal year using Non-Federal Revenues if collection is unsuccessful. (7CFR 210.44; SP23-2017)

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

The Uxbridge Public Schools insures equal employment and educational opportunities for its employees and students and does not discriminate on the basis of race, color, creed, national origin, sex, gender identity, disability, or sexual orientation in compliance with Title VI, Title IX, section 504/ADA and G.L. c 151b and 157c.