

**Farmington Public Schools
Meal Charge Procedures**

**Update of the District Information Booklet - Lunch Account Program Information
(Effective 07/01/2017)**

The purpose of this procedure is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this procedure are:

- ✓ To treat all students with dignity in the serving line regarding meal accounts
- ✓ To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible
- ✓ To establish procedures that are age appropriate
- ✓ To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- ✓ To establish a consistent district procedure regarding charges and collection of charges

The Food Service department is responsible for maintaining charge records and notifying the school district of outstanding balances.

The School District is responsible for notifying the student's parent/guardian with written documentation of outstanding balances.

The parent/guardian is responsible for payment of outstanding balances.

The meal charge procedure for the elementary schools is that three meals are allowed to be charged. Students at the middle school and high school will be allowed to charge up to two meals. Beyond that, a complimentary meal consisting of a cheese sandwich, fruit, milk and veggie sticks would be offered ¹. Students who are eligible for free meals are allowed to receive one breakfast and one lunch each day. Any a la carte items must be purchased separately, and no a la carte items can be charged if a student's account has insufficient funds regardless of meal status. Please note:

1. No charges will be allowed for a la carte foods and beverages.
2. The parent/guardian responsible for students with negative balances will be contacted by the district monthly, by a written letter, e-mail, or phone call to the household.
3. Negative balances can be paid in any of the following ways:
 - a) Cash can be given to the cashier during the student's lunch period
 - b) A check made out to Farmington Public Schools can be either:
 - (1) Mailed to Dining Services, Farmington Public Schools, 10 Monteith Drive, Farmington, CT 06032
 - (2) Brought by the student and given to the cashier during their lunch period
 - c) Money can be added via credit card directly to the student's account at www.myschoolbucks.com
4. For departmental record-keeping, the district should be notified monthly of all negative balances.
5. At the end of May, all charging will be cut off:

- a) Parents/Guardians will be sent a written request for “Payment in Full”. All students must pay all charges in full prior to the end of the school year. For graduating seniors, failure to do so may result in not being allowed to participate in the graduation ceremonies.
6. If a financial hardship is suspected, the families will be encouraged to apply for free/reduced meals anytime during the school year.
7. As advised by the state agency, negative balances should not incur against the food service revolving account.
8. Unclaimed Funds must be requested within one school year. After one year, unclaimed funds become the property of Farmington Public Schools.

¹ The complimentary meal will meet the nutritional qualifications of a reimbursable meal (2oz. meat/meat alternate, at least one serving of bread/grain, ½ cup serving fruit/vegetable, and 8 oz. 1% fluid milk).