

Meal Charge Policy

I. Purpose

The goal of the Northborough/Southborough Public Schools is to provide students with healthy meals each day. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the Public Schools of Northborough/Southborough. The provisions of this policy pertain to regular priced school lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Public Schools of Northborough/Southborough provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. You can apply for free and reduced lunch at any time during the school year as circumstances change.

II. Policy

Full Pay Students - Elementary and Middle School Students will pay for meals at the District's published standard rate each day. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will not be allowed to charge a la carte items other than milk.

Reduced Meal Benefit - Reduced status students will be allowed to receive a lunch for \$.40 each day. A student will be allowed to charge a maximum of six (6) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will not be allowed to charge a la carte items other than milk.

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Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year per our collections guidelines.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at www.myschoolbucks.com.

Students/Parents/Guardians pay for meals in advance via www.myschoolbucks.com or with a check payable to Northborough/Southborough Food Service. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Northborough/Southborough Public School Food Service Program.

Balances Owed collection of owed balances will follow the policies and procedures set by M.G.L. Chapter 71: Section 72. Sale of lunches.

If a student is without meal money on a consistent basis, the administration will investigate and the parent will be informed of the situation and we will take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.