

MEAL CHARGE POLICY

The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balance and pertain to regular priced school lunch meals only.

The school district provides this policy applicable to the Elementary and Middle Schools as a courtesy to those students that forget to bring or lose their lunch money. Marshfield High School students, as stated in the MHS student handbook, will not be allowed to charge.

Negative Balances and Meal Charges

Students will pay for meals at the district's published standard rate as determined by their meal benefits status (full pay, reduced-price, or free) each day. After the balance reaches zero and/or enters into a negative balance, students will not be allowed to purchase a la carte items such as second entrée (pizza slice, etc.), snack, ice cream, or an additional beverage. The student will still be allowed to take a meal and that meal will continue to be charged to the account at the standard lunch rate based on their meal benefit status. The parent/guardian is responsible for any meal charges incurred. Financial hardship request(s) shall be directed to the School Nutrition Department at 781-319-3812. The policies for each grade level are as follows:

1. Furnace Brook Middle School students will be allowed to charge a maximum of five (5) meals (\$15.00). At that time the Principal or designated representative will contact the parent/guardian and lunch purchasing privileges will be taken away until payment is made.
2. Elementary School students will be allowed to charge five (5) meals (\$13.75) and then a designated alternative meal will be offered. This designated alternative meal will be charged to the student's meal account at the current meal cost and the Principal or designated representative will be notified.

If a student is without meal money on a consistent basis, the administration may investigate the situation and take action as needed.

Account Tracking

Parents/Guardians are responsible for meal payments to the School Nutrition Department. Notices of low or deficit balances will be sent to parent/guardians at regular intervals during the school year. Parents will have access to track student purchases via www.myschoolbucks.com.

Point of Sales

School cafeterias shall utilize computerized point of sales/cash register systems that maintain records of monies deposited and spent for each student. The point of sale service shall be designed to prevent overt identification of student meal benefits statuses and notify Parents/Guardians of a negative balance.

Making Payments

Students/parents/guardians may pay for meals in advance. Further details are available on the district webpage (www.mpsd.org). Remaining funds for a student, whether positive or negative, will be carried over to the next school year.

Refunds

Refunds of any monies remaining in an account may be granted upon written request. E-mail requests are also acceptable. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

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

Voted & Approved by Marshfield School Committee 2/27/18