HUDSON SCHOOL DISTRICT

POLICY NUMBER: EFAA	APPROVED: 11.20.17 First Reading: 11.06.17 Second Reading: 11.20.17

SCHOOL MEAL CHARGING POLICY

PURPOSE

The purpose of this policy is to establish consistent meal account management in Hudson School District cafeterias per USDA regulations. Charging meals is not encouraged and doing so places a financial strain on the self-funded Food Service Department and the District. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges
- To encourage parents or guardians to assume the responsibility of meal payments and to promote self-responsibility of the students

SCOPE OF RESPONSIBILITY

- Parent/Guardian: Responsible for providing breakfast, snack, and lunch, either by sending these meals in with the student or providing funds for student to purchase such meals. Parents are encouraged to pay monthly and in advance. Parents in financial need are encouraged to apply for free or reduced meals.
- Food Service Department: Responsible for providing meals and maintaining computerized records. Parents will be notified by email of any outstanding debt. The Finance Office will receive a monthly delinquent debt report.
- School District: Responsible for supporting the Food Service Department in the collection of funds.

POLICY

Reduced and Full-Paying Students:
A student with reduced or full-pay lunch status will be allowed to charge a predetermined amount set by the Superintendent of Schools. Parents are responsible for any debt their child accrues. Notification will be emailed home at least monthly. Once the account maximum has been reached, the parent/guardian must provide payment or a meal from home. If the student has cash in hand, he/she may purchase the regular meal. A la carte items are not part of the USDA Lunch Program and must be paid for with cash in hand or with existing funds in a student's account. Charging of a la carte items is not allowed.

Charging will not be allowed from June 1st to the end of the school year. Debts not paid prior to the end of the school year will be referred to the Superintendent of Schools for appropriate action.
Such action may include:

- Prohibiting students from participating in future fee-based activities or trips until balance is paid in full
- Prohibiting seniors from participating in senior activities and graduation exercises
- Assigning debt to a collection agency or taking other legal actions as deemed appropriate

REFUNDS

Remaining funds in a student's account at the end of the year will roll over into the new school year or be transferred to a sibling. Parents may also choose to donate the unused funds to accounts in need. Refunds may be requested in writing to: Hudson School Food Service, 20 Library Street, Hudson, NH 03051 within 60 days of withdrawal or graduation.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race,
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(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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