

HUDSON SCHOOL DISTRICT POLICY

EFAA School Meal Charging Policy

Updated: July 14, 2025

Related Policies: ACF

Category: Priority/Required by Law

Purpose

The purpose of this policy is to establish consistent meal account management in Hudson School District cafeterias per United States Department of Agriculture (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 the collection of charges.
- To encourage parents/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 the student to purchase such meals. Parents/guardians are encouraged to pay in advance. Parents/guardians in financial need are encouraged to apply for free or reduced meal benefits either online at Linqconnect.com or by sending an application in with their student.
- Food Service Department: Responsible for providing meals and maintaining computerized records. Parents/guardians will be notified by email of any outstanding debt.
- School District: Responsible for supporting the Food Service Department in the collection of funds.
- Finance Office: Will receive a monthly report on excessive debts.

Policy - Reduced and Full-Paying Students

A student with reduced or full-pay lunch status will be allowed to charge a USDA reimbursable lunch. Parents/guardians are responsible for any debt their child accrues. Notification will be emailed home weekly. If the student has cash in hand, he/she may purchase the regular meal. A la carte items are not part of the USDA National School 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.

Debts not paid prior to the end of the school year will be referred to the finance department for appropriate action.

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/guardians 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, Hudson School District is prohibited from discriminating on the basis of race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA (not all bases apply to all programs) Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (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; (833) 256-1665; or
- (3) email: Program.Intake@usda.gov

***NOTE:** *The above listed classes are those for which protections are extended under USDA regulations. Although the USDA only receives complaints relative to claims of discrimination based upon those classes, additional state and federal laws, as well as Board policy AC extend protections against discrimination to additional classes of persons. See policy AC for further information regarding those additional classes and related grievance procedures.*

This institution is an equal opportunity provider.

First Reading: November 6, 2017

Second Reading: November 20, 2017

Adopted: November 20, 2017

First Reading: November 6, 2023

Second Reading: November 20, 2023

Updated: November 20, 2023

First Reading: June 16, 2025

Second Reading: July 14, 2025

Updated: July 14, 2025