

# REGULATION

2016

5660R

1 of 2

NON-INSTRUCTIONAL &  
BUSINESS OPERATIONS

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**SUBJECT: MEAL CHARGE REGULATION**

Students are expected to pay for their meals in full each day. However the Board of Education recognizes that on occasion, students may not bring money to school. To ensure that students do not go hungry, but also to promote responsibility and minimize the fiscal burden to the district, students who do not have meal money will be allowed to charge the cost of meals to be paid back at a later date subject to the terms of this policy.

To comply with state/federal guidelines and maintain a system for accounting for charged meals, regarding both full and reduced priced meals, Massena Central School shall:

1. Allow only a complete meal to be charged. Snacks, ice cream and / or ala carte meals may not be charged.
2. Limit the number of charges to \$10.00 per student. After a student reaches the \$10.00 charge limit, offer an alternate meal that will consist of a peanut butter sandwich, fruit, vegetable, and milk. This meal will be charged to the students' account and will be claimed for reimbursement. The price of the meal will be the current price of a full meal.
3. Charges must be paid in full before a student may charge a regular meal or purchase snacks again.
4. Use a computer-generated point of sale system which identifies and records all meals as well as collected payments.

In addition the following will apply:

1. When a negative balance occurs, students will be issued a notice of negative balance for the student to bring home explaining the alternate meal for the next day.
2. Any funds provided will be applied to the negative balance.
3. Adults may not charge.
4. If it is suspected that a student may be abusing this policy, written notice will be provided to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused. Such a refusal is not considered to be a violation of any state or federal laws concerning school food programs.
5. After the last day of school in May, no more charging will be allowed so that unpaid balances may be collected.

Parents have many options for payment:

**Cash** - payments can be made at the districts' business office, the central kitchen food service office, or any of the cafeterias where the student attends.

**Check**- payments can be made the districts' business office, the central kitchen food service office, or any of the cafeterias where the student attends. Checks can be made out to Massena Central School.

**Credit Card**- payments can be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com) Credit card payments cannot be made at the school or over the phone.

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2 of 2

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**Debit Card-** payments can be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com) Debit card payments cannot be made at the school or over the phone.

Students may pay daily for their meals. However, parents are encouraged to pay ahead allowing students to use the Nutrikids prepaid account system. Payment options are weekly, bi-weekly, monthly, or yearly.

Parents can monitor their child's account online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or by calling or emailing a balance update request to the food service department.

Failure to pay a school lunch debt could lead to legal action.

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, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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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](mailto:program.intake@usda.gov).

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