

NORTH KINGSTOWN MEAL PAYMENT POLICY

PURPOSE

This policy has been established to set forth the expectations of the North Kingstown School Committee in regards to the resolution of non-payment of student lunch or breakfast meals.

PHILOSOPHY

The North Kingstown School Department has consistent meal accounting procedures throughout the district that address unpaid meal charges. However, the School Department recognizes that there are occasional special circumstances that prevent a parent from keeping current with meal payments. In order to satisfy both financial and moral responsibilities in regard to meal service, the following philosophy is put in place:

- all students will be treated with dignity in the serving line regardless of the status of their meal accounts;
- a consistent district-wide procedure regarding meal charges and the collection of such charges will be followed;
- there will be positive and clear communication among staff, administrators, students and parents/guardians;
- parents/guardians will be encouraged to assume the responsibility of meal payments and to promote self-responsibility of the student.

GUIDELINES

1. The North Kingstown School Department encourages parents/guardians to prepay meals for students using Myschoolbucks.com located on the District Website. Cash is always accepted at school or checks are payable to North Kingstown Nutrition Services, however, prepaying for students' meals can help ensure students have consistent access to meals without accruing unpaid charges. Parents/guardians are strongly encouraged to monitor their student's meal activity through Myschoolbucks.com. This website can confirm all payments received, account balances, allow parents to receive low balance notifications, and monitor meal account activity. To register, parents go directly to the school department website, <http://www.nksd.net/parents>.

2. Parents/guardians are strongly encouraged to submit free/reduced meal application forms yearly as well as when their household information or income changes. Applications can be submitted online at any time and are available on the school department website <http://www.nksd.net/parents/lunch>. Paper applications are also available at all schools.

3. A nightly automated phone call communicates all owed balances. In addition, Child Nutrition will call households when a negative balance of three meals or more have accrued in order to schedule payment arrangements or assist with the meal application process.

4. After the above procedure has been followed, a student with a negative balance of five meals will receive a designated Type A Breakfast of cereal, milk, and fruit or a Designated Type A Lunch of a Sunflower & Jelly Sandwich, Fruit, Vegetable and Milk at the paid price. Designated

Type A meals comply with USDA/RIDE standards for reimbursable meals and are available to all students daily. The cost of the meal will be charged to the student's account.

5. Special Diets will be provided a designated Type A meal to students who have a completed Medical Statement for Students with Special Nutritional Needs on file in the Nurse's office.

6. Elementary students will be notified by the Principal prior to lunch if they will be receiving the designated Type A meal. Middle school and HS students do not pre-order meals; therefore, the Cashier will notify the student at the point of sale prior to reaching the five meal threshold. If the student ignores the notification, his/her meals will be the designated Type A meal until the account is current or an application is processed and the student has been approved for meal benefits.

7. Students owing money are not allowed to charge a la carte items with the exception of milk (purchased with cash).

8. In extreme hardship situations, the building administrator may authorize an exception to the meal payment policy by providing the Child Nutrition Office with a written request that will be kept on file. Meals will be charged to the student's account for auditing purposes.

9. All charges not paid before the end of the school year will be carried forward into the next school year.

10. Seniors must pay all charges accumulated on their account before graduation.

11. Adults must have money at the time of purchase. Charging is not permitted in schools for adults.

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