

Food Service - Meal Service to Students without Funds or Food

When a student is without funds or food, the district will provide a meal (or milk) as a courtesy to parents, who remain responsible for all costs. Repeat occurrences will be referred to the school principal to determine whether additional assistance is necessary. Funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of meals served that have not been paid. The District does not allow students to charge their meals.

The first day (1st) day a student is without funds or food:

- Food services will serve a regular breakfast and/or lunch selected by the student.
- At the elementary level, the food service manager/designee will send a note and a return envelope home to parent/guardian notifying them of the cost of the meal (minus any funds remaining in student's account) is owed and that the student's account is without funds and that the repayment should be made the next school day. Additionally, if they would like the student to continue to purchase meals that the child's account should be replenished. At the middle and high school level, students are notified at the time of check out that they are borrowing and to bring money the following day.
- At all levels, the food service manager will call the parent/guardian, at the contact number indicated in the school district software system, notifying them or leaving a detailed message that money is owed and the child's account is depleted.
- Email reminders are sent every other day to the email on file through our school district software when a student's account is at a negative balance.

Approximately the second (2nd) day, if there is no response or only the owed money is returned without replenishment to the child's account:

- The same steps above will be taken.

Approximately the fourth (4th) day:

- The food service manager/designee will contact the principal to have her/him contact the parent/guardian. The food service manager will call again indicating the amount owed including the cost of a substitute breakfast and/or lunch. All meals offered meet the meal guidelines and therefore will be charged at the regular price of a full meal.
- The school building principals/designee will call the parent/guardian to discuss the debt. Federal regulations do not allow the food service's accounts to cover the cost of meals served that have not been paid. Principal's use funding available to them for other school building supplies/activities to pay the individual student's negative balance.

Students with a negative account balance will not be permitted to purchase snacks or other items until the negative balance is paid in full.

Legal Reference: Connecticut General Statutes

[10-215](#) Lunches, breakfasts and other feeding programs for public school children and employees.

[10-215a](#) Nonpublic school and nonprofit agency participation in feeding programs.

[10-215b](#) Duties of State Board of Education re feeding programs.

State Board of Education Regulations

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education

"Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772