

## Orleans Southwest Supervisory Union Meal Charge Procedure

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The OSSU is committed to providing the opportunity for all students to access nutritious meals in a cost effective manner.

It is the expectation of our organization that:

- Meals will be paid for either in advance or at the register daily.
- Parents will honor their responsibility to provide meals for their children and will ensure that money is deposited into their child's individual meal account.
- Parents will maintain their children's food service account throughout the year.

Our food service operations are based on debit (pay upfront) not credit (pay after purchase)

In recognition of the fact that students (and staff) may occasionally forget their money and that this can be both embarrassing and stressful for students, this policy sets forth the procedures for handling meal charges while being both sensitive to student needs and mindful of the fiscal responsibilities of the school meals program.

- **Families are strongly encouraged to apply for the free and reduced price meal program. Applications will be processed in a timely manner. All information is kept confidential and students receiving free/reduced meals will not be identifiable when they receive their meals.**
- Students eligible for free meals may receive one breakfast (if provided) and one lunch per day.
- Students eligible for reduced price meals may receive one breakfast (if provided) and one lunch per day.
- Extra meal items and a la carte items are not part of the USDA Free and Reduced meals program and as such must be paid for in full and may not be charged unless a student has money in his/her account.

Students who do not have money in their account or who do not bring money for meals will be permitted to charge a maximum of five meals under the following conditions:

After the first charge:

- Parent/guardian will be contacted by phone, and an account statement/invoice will be sent home with the child to notify the parent of the child's account status.
- Payment will be expected the next day.

After the fifth charge:

- The student will be asked if he/she has money for meals at the beginning of the school day. If the child does not have money, an emergency meal will be provided to the student to bring to the cafeteria. The emergency meal will consist of a sandwich, fruit and low fat white milk.

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It is the parent/guardian's responsibility to provide for the nourishment of his/her child during the school day either by sending the child with a meal from home, applying for free and reduced meals or by making the necessary provisions for the student to purchase school meals.

If a student should receive five emergency meals the situation will be investigated by the school liaison/counselor or other authorized person to help establish eligibility for free and reduced price meals. The principal may refer some situations to the Superintendent of Schools for further action.

Adults who do not have money in their accounts or who do not bring money for meals will be permitted to charge a maximum of one meal. Payment will be expected the following day.