

**CLINTON-ESSEX-WARREN-WASHINGTON BOCES**

**Meal Charge Policy**

**PURPOSE**

The goal of Clinton-Essex-Warren-Washington BOCES (CEWW BOCES) is to provide student access to nutritious no- or low-cost meals each school day. However, unpaid charges place a large financial burden on our school. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish procedures to address unpaid meal charges throughout CEWW BOCES. The provisions of this policy pertain to regular priced school breakfast, lunch and snack (if applicable) meals only. CEWW BOCES provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

This meal charge policy will apply when a campus school lunch program is operated by CEWW BOCES and the cost of meals is determined and charged in accordance with the USDA Child Nutrition Program guidelines. This policy will not apply when a campus has been approved to participate in the Community Eligibility Provision (CEP) or when the campus receives grants or gifts to cover such meal service costs.

**POLICY**

- **Free Meal Benefit** - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- **Reduced Meal Benefit** - Reduced eligible students will be allowed to receive a breakfast for \$.25 and lunch for \$.25 each day. The charge meals offered to students will be reimbursable meals that are available to all students.
- **Full Pay Students** – Students will pay for meals at the school’s published paid meal rate each day. The charge meals offered to students will be reimbursable meals that are available to all students.
- **Parents/Guardians** are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

- **Students/Parents/Guardians** may pay for meals in advance with a check payable to **BOCES Treasurer**. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- **Refunds** for withdrawn, and graduating students; a written or emailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.
- **Unclaimed Funds** must be requested within one school year. Unclaimed funds will then become the property of CEWW BOCES' Food Service Program.
- **Balances Owed** - Collection of owed balances will follow the policies and procedures set by the school.

If a student is without meal money on a consistent basis, the food service staff will notify the administrator of the building. The administrator will then examine the situation and if necessary have a meeting/discussion with the Parent/Guardian(s). If financial hardship exists, Parent/Guardian(s) are encouraged to apply for free or reduced price lunches for their child if applicable.

Adopted 1/10/18