

Goes Into Effect October 1, 2012

Food Service Meal Charge Policy

Owego Apalachin Central School District

Background: To establish a charge policy for the Food Service program to determine protocol and prohibit excess charging.

Prepared by: Tom Nunn, food service director, and Randy Pryor, district business official

Recommended by: Dr. William Russell, superintendent of schools

MEAL CHARGE POLICY

The Owego Apalachin Central School District Board of Education recognizes that, on occasion, students may forget to bring money to school. To ensure that students do not go hungry, but also promote responsible student behavior and minimize the fiscal burden to the district, the Board will allow students who forget money to “charge” the cost of the meals to be paid back at a later date.

Student Charging

A student will be allowed to charge up to three meals (one meal per day) or incur a balance up to \$7, whichever occurs first. After three charges, a notice will be sent to the parent/guardian by the Food Service office. In the case of subsequent meal charging, the child will be provided with an alternate meal consisting of: a cheese sandwich, juice, and milk, rather than the regular school lunch. At breakfast, if the negative balance is exceeded, only the cold breakfast will be offered. In the case of food allergies, an alternate meal will be provided. This will continue until payment is made.

If the parent/guardian does not respond within 14 calendar days, the building principal or designee will initiate family contact to discuss a plan for payment of these charges.

There will be no charging of “extra” items or a la carte (snack) items.

Adult Charging

There will be no adult charging (employees, volunteers, or visitors) of school meals.

ANNUAL NOTIFICATION

The school district will provide notice to all parents on an annual basis prior to the opening day of school, outlining the requirements of this regulation. The regulation shall also be published in an appropriate school-based publication.

Letter to parents:

Dear parent or guardian:

Please be aware that your student has reached or exceeded the maximum number of allowable charges. In accordance with board policy, any students who have charged three or more meals from the food service department will be given an alternative meal at lunch.

The courtesy meal will consist of a cheese sandwich, juice, and milk. To avoid your student receiving a courtesy meal, please pay all current balances, which will include all incurred balances before an application was processed, if approved.

If you feel you qualify for free or reduced meals, please complete a current free and reduced lunch application and return the application to the district for processing.

Thank You,
OA Food Services