

**Business/Non-Instructional Operations**

**Food Services Charging Policy**

In accordance with state and federal standards, the Waterford Board of Education conforms to applicable grant standards for providing free and reduced price meals to elementary and secondary students enrolled in the District's schools.

**Adult Payment for Meals**

Adults are not permitted to charge meals, and must either pay for meals at time of service or through use of a pre-payment system made available by the district.

**Student Payment for Meals**

Students shall either pay for meals at time of service or through use of a pre-payment system, online or at the school, made available by the district.

If elementary students have insufficient money for meals, in accordance with the standards set forth in this policy, they may charge meals in compliance with procedures set in place by the administration.

**Limitations on Charging Meals**

Parents/guardians may pre-pay for their child's meals through an account set up for this purpose. Elementary students whose account has insufficient funds to cover a meal may charge one meal creating a negative balance of up to a maximum of a paid lunch. When the maximum amount is reached, an alternate meal will be provided until the charges are paid in full. Notification of a negative balance will be sent on a weekly basis via phone call or the automatic notification system to the parents/guardians. Middle and High School students are not allowed to charge.

In the event that parents owe cafeteria charges at the end of the school year, the district will hold official copies of report cards, diplomas or school records until such charges are paid in full.

Funds from the school food service account will not be used to cover the cost of charged meals that have not been repaid.

**Alternate Meals**

On those occasions that a student does not have money, he or she will be offered an alternate meal which will be charged to their account (any meal served to a student that is different from the day's advertised reimbursable meal, excluding snacks and a la carte items). An alternate meal consists of a sandwich and milk.

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**Food Services Charging Policy** (continued)

The cost of providing this alternate meal will not be charged against the school food service account and the charge for this alternate meal will be set by the administration. The district shall reimburse the food service account and bill the parents/guardians for the cost of alternate meals.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

First reading: December 18, 2014  
Policy adopted: January 22, 2015

WATERFORD PUBLIC SCHOOLS  
Waterford, Connecticut