

Farmington Public Schools
Meal Charge Procedures

Update of the District Information Booklet - Lunch Account Program Information
(Updated 11/02/2022)

The purpose of this procedure is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this procedure are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, students and parent/guardian to the maximum extent possible
- To establish procedures that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district procedure regarding charges and collection of charges

The Food Service Management Company is responsible for maintaining charge records and notifying the school district of outstanding balances.

The School District in partnership with the Food Service Management Company is responsible for notifying the student's parent/guardian with written documentation of outstanding balances. The parent/guardian is responsible for payment of outstanding balances.

Students who are eligible for free meals are allowed to receive one breakfast and one lunch each day. Any a la carte items must be purchased separately, and no a la carte items can be charged if a student's account has insufficient funds regardless of meal status. Please note:

1. All children have the right to obtain one meal per meal service. No charges will be allowed for a la carte foods and beverages.
2. No child will be publicly identified or shamed for any unpaid meal charges, including, but not limited to, delaying or refusing to serve a meal to such child, designating a specific meal option for such child, or otherwise taking any disciplinary action against such child.
3. The parent/guardian responsible for students with negative balances will be contacted by the district after accruing more than \$15.00 in meal charges.
4. Negative balances can be paid in any of the following ways:
 - a. Cash can be given to the cashier during the student's lunch period
 - b. A check made out to Farmington Public Schools can be either:
 - i. Mailed to the Food Service Department, Farmington Public Schools, 10 Monteith Drive, Farmington, CT 06032
 - ii. Brought by the student and given to the cashier during their lunch period
 - iii. Money can be added via credit card directly to the student's account at www.myschoolbucks.com
5. For departmental record-keeping, the district should be notified monthly of all negative balances.
6. If a financial hardship is suspected, the families will be encouraged to apply for free/reduced meals as well as given contact information for local food pantries, and a link to the town's website listing any community services available to the residents of the town.
7. As advised by the state agency, negative balances should not incur against the food service revolving account.
8. Unclaimed Funds must be requested within one school year. After one year, unclaimed funds will become the property of Farmington Public Schools.