

## Non-Instructional/Business Operations

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM  
(MEAL CHARGE PROCEDURE)****I. Purpose**

The goal of the Auburn Enlarged City School District is to provide students access to nutritious no- or low-cost meals each school day.

However, unpaid charges place a financial burden on our district. The purpose of this procedure is to insure 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 is to establish procedures to address unpaid meal charges throughout the Auburn Enlarged City School District. The provisions of this procedure pertain to regular and reduced-price school breakfast and lunch only. The Auburn Enlarged City School District provides this procedure 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.

**II. Procedure**

- 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 \$0.25 and lunch for \$0.25 each day. A student will be allowed to charge a maximum of 3 meals to their account after the balance reaches zero. The charge meals offered to students will be the same reimbursable meals that are available to all students.
- Full Pay Students – Students not eligible for free or reduced meal benefits will pay for meals at the school’s published paid meal rate each day. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child, if applicable. A student will be allowed to charge a maximum of 3 meals to their account after the balance reaches zero. The charge meals offered to students will be the same reimbursable meals

that are available to all students. Students will be reminded by the cashier when their account balance is low or negative, so they will have three-day's notice to replenish their account or bring money to purchase meals.

- 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 and an automated calling system will notify parents/guardians when account balances are depleted.
- Students/Parents/Guardians may pay for meals in advance via [www.myschoolbucks.com](http://www.myschoolbucks.com) or with a check payable to Auburn School Lunch Fund. Further details are available on our webpage at <http://district.auburn.cnyric.org>. 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 will be carried over to the next school year.
- Refunds for withdrawn and graduating students - A written or e-mailed request for a refund of any money remaining in their account must be submitted to the district business office.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Auburn Enlarged City School District Food Service Program.
- Balances Owed - Collection of owed balances will follow procedures set by the school, which may include the actions of a collection agency.