

**Regional School Unit #34 Policy on Payment for Food Services**

It is preferred that all meals be paid for in advance or paid for at the time of service. Meals may be paid for by sending cash or a check with the student or through an on-line payment option.

When meals are not paid for in advance or at the time of service, students will be granted the privilege of charging meals. There will be no charging of a la carte items. In this policy statement, the term “charging” refers to any and all forms of exchange where there is a verbal agreement for payment of a meal after the service of the meal.

Meals must always be provided to preprimary and young primary students (PK-3), to any student with a disability who may be unable to take full responsibility for the debts they may have created as well as to any student known to qualify for free lunch.

Students whose living conditions change such that they lack a *fixed, regular, and adequate nighttime residence* likely qualify for free lunch under the McKinney-Vento Act; students or parents should contact the school office for rapid referral to the RSU #34 Liaison.

Parents/Guardians may access a student’s lunch balance and/or make payments at any time by logging on to [www.myschoolbucks.com](http://www.myschoolbucks.com). Parents may also check balances by calling the school or the RSU #34 Food Service Office. The school district will provide notice to parents/guardians on the 15<sup>th</sup> of each month when a student’s unpaid balance exceeds \$25.00.

Students who do not have payment for a meal and have accumulated a credit balance in excess of \$25.00 will be offered an alternative meal for which their account will be charged.

There shall be no charging of any meals during the final two weeks of school. Students and parents/guardians shall be reminded of this “no charge” period on or around May 15<sup>th</sup>. Students will be offered an alternative meal for which their account will be charged

RSU #34 shall make a reasonable attempt to collect unpaid balances at the end of the school year. RSU #34 reserves the right to utilize outside collection services for balances that exceed \$50.00. Parents/guardians will be notified again of unpaid balances by letter prior to the start of the new school year. Students shall not be allowed to charge meals at the start of the new school year if there is an unpaid balance from the previous school year.

There will be a \$20.00 fee charged on returned checks. Cash only or on-line payment may be requested of families who pay by checks that are repeatedly returned for insufficient funds.

The Superintendent of Schools is responsible for the development of process/procedure/regulations necessary to implement this policy.

First Reading: July 17, 2013

Adopted: August 21, 2013

Revised First Reading: July 15, 2015

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