

## Food Service

### Charging Regulation

The Board of Education (Board) has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free, reduced price and regular priced meals to elementary and secondary students enrolled in the District's schools. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

In order to sustain the Food Service Program in the Bethel Public Schools, the Board requires that each family pay in advance for each student's school meals.

The Board's procedures regarding meal charging are as follows:

1. Food Service Department staff will inform students verbally when they have a low account balance or when they have begun charging. A-la-carte menu items cannot be charged.
2. Students may charge up to three (3) reimbursable meals. For elementary and middle school students, after the third (3rd) charged meal, the student will receive an alternate meal. For high school students, after the second (2nd) charged meal, no alternate meal is offered and the student may no longer continue to charge.
3. Alternate meals for elementary and middle school students will be provided until all charged amounts, including full pricing for alternate meals, are paid.
4. Collection of Account Balances
  - a. Elementary School/Middle School  
Parents/Guardians will be notified by letter (via mail or email) about the account balance. The Food Service Director or designee will follow up with the parent/guardian via a phone call, text message or an email about the account balance. Communication will continue weekly until account balances are cleared.
  - b. High School  
Parents/Guardians will be notified by phone or email about the account balance. The Food Service Director or designee will follow up with the parent/guardian via a phone call, text message or an email about the account balance. Communication will continue weekly until account balances are cleared.
5. Adults may charge meals up to \$10.

**Delinquent Debt**

Unpaid meal charges, like any other money owed to the nonprofit school food service account (NSFSA), are considered “delinquent debt” when payment is overdue, as defined by state or local policies. Effective with school year, 2017-18, the Connecticut State Department of Education requires that the household pays all delinquent student debts no later than June 30<sup>th</sup> to ensure that students’ accounts have a zero or positive balance for the start of the next school year.

Any delinquent debts that have not been recovered by June 30<sup>th</sup> will be considered “bad debt.” Records relating to those charges must be maintained in accordance with the records retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

The Director of Fiscal Services shall be notified annually in June of delinquent debt associated with the nonprofit school food service account (NSFSA).

This regulation shall be placed on the District’s website and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals.

Legal Reference: Connecticut General Statutes

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

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

State Board of Education Regulations

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education

“Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students”

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

Regulation Adopted: 8/24/2017