

## MEAL CHARGING PROCEDURE

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The Bangor School Department believes that the School Nutrition Program plays an important role in helping our students succeed in school. Proper nutrition is not only essential for growing bodies, but also assists students in reaching their full potential in academics. The School Department's intent is to ensure that the learning process is not impeded in any way for students who are hungry due to not having a proper breakfast or lunch. The National School Lunch Program provides the School Department with funding for families who may be eligible for free meals.

First and foremost, it is the parent/guardian's responsibility to make sure that his/her/their\* child has access to proper nutrition either by means of completing the application for free meals, sending in monies, or sending the student with food each day. For students who are not eligible for free lunch, the School Department expects meals will be either pre-paid by putting monies on student lunch accounts or paid for at the time of service.

Applications for free meals may be submitted to the Food Services Department at any time during the school year. School personnel are available to assist anyone in completing the application for free meals.

### Exceptions:

When circumstances prevent a student from paying for a meal at the time of purchase, the following rules apply:

- The student will be allowed to charge a meal approved by the National School Lunch Program. Meals will be charged to the student's lunch account, and these charges are expected to be paid back in a timely manner.
- The School Department feels strongly about supporting students' needs within the school day, and access to food is no exception. All lunch personnel will handle situations with as much privacy and respect as possible.
- A la carte items may NOT be charged.
- Students unable to purchase a la carte items will be offered a meal.
- At the elementary schools, a student who buys just milk because the student has brought a meal from home must pay the full customary price for milk. This is true even if the student participates in the free-meal program. As federal regulations state, students participating in that program are approved for the **meal only** and cannot choose to receive just milk. Students must get the meal in order for it to qualify under the free-meal program.
- Parents who do not wish to accrue charges can ask that their child not be allowed to have charging privileges. The parent/guardian must send an e-mail or a written note to the Food Services Director stating this desire. Otherwise, parents consent to pay for any meal charges incurred by their child.
- Parents/guardians are responsible for keeping track of their child's charges and keeping in touch with Food Services. Parents/guardians may view their child's account at the MySchoolBucks link on the Food Services webpage of the Bangor School Department website.



**Billing procedures:**

- Families owing less than \$25.00 will be contacted by Food Services staff by email or phone call.
- Family bills higher than \$25.00 will be mailed home by the Food Services Director.
- Unpaid balances at the end of the school year may be referred to a collection agency or filed in small claims court.

References: Sec. 1. 20-A MRSA c. 223, sub-c. 11. §6681 Access to food and use of food discipline

ADOPTED: May 31, 2017

REVIEWED: September 25, 2019

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\* *“They, them, their” will be utilized herein to reflect all personal pronouns for the referenced individual or parties.*

