

DIG-SCHOOL LUNCH MEAL PAYMENT POLICY

The Wilton-Lyndeborough Cooperative School Board authorizes the Superintendent and his/her designee to review breakfast and lunch prices for student meal sales in the spring. Parents will be informed of these prices before the beginning of the school year.

Breakfast and Lunch Sales

Both Florence Rideout Elementary and Wilton-Lyndeborough Cooperative Middle/High Schools use a point of sale (POS) system to collect money on school meal sales, including cash transactions, and for tracking of all food purchases. The POS system will debit meal accounts and track food purchases so parents may request to see how their student is using their account.

Pre-Paid Meal Accounts

Each student is provided with an individual pre-paid meal account to purchase breakfast, lunch and milk in the cafeteria. A meal account may be funded online, by check or by cash. Online payments are strongly encouraged. A minimum starting balance of \$30 for each meal account is encouraged. Each account should maintain a \$10 minimum balance throughout the school year.

Although shared meal accounts are not available for multiple students within a family, all individual accounts within a family may be linked such that individual accounts within a family with a negative balance can be replenished from any available positive balance of another account within the same family. Prior arrangements will have to be made with the Food Service Manager. No student will be denied lunch regardless of the account balance, however administration will be notified to provide further communication and resolution to the debt.

The parent will be notified bi-weekly once their child's account reaches a negative balance. Account statements will be either emailed or mailed by the Food Service Manager. If their child's account reaches a negative balance of \$(10), calls will be made by the Food Service Manager. If their child's account reaches a negative balance of \$(25), letters will be mailed by the Business Administrator, located at the Office of the Superintendent of Schools.

If there is no response within three days, the Food Service Manager will contact administration for further parent communication. An application for Free and Reduced Meals will also be communicated. The Principal is able to assist in making alternative arrangements with parents who cannot afford to purchase lunch.

Reconciliation

For students returning the following school year:

- (a) all positive account balances as of June 30th will be carried over into the new school year;
- (b) all negative account balances must be paid prior to June 25th of the current school year.

For students not returning the following school year or leaving during the current school year:

(a) all positive meal account balances will be transferred to the meal accounts of any remaining students within the same family, provided that if no such other accounts exist, then the remaining positive meal account balance will be refunded within 45 days after June 30th or the date of departure, as applicable.

(b) all negative account balances must be paid prior to June 25th of the current school year or within 45 days of departure, as applicable.

The district will use reasonable efforts to collect upon any meal account with a negative balance. During the budget process the district will include an amount to cover any anticipated meal program deficit during the following school year, including any negative meal account balances not paid by June 30th of such school year.

Legal References:

SB 371 Lunch Meal Payment Policies

RSA 189:11-a Food and Nutrition Program

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Second Reading: April 4, 2017

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