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Meal Charge Procedure For Blue Mountain Union School

- I. **Purpose** - The purpose of this procedure is to establish consistent procedures for the Blue Mountain Union School to provide meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

General Statement of Procedure -

- A. The Blue Mountain Union School recognizes proper nutrition is essential for adequate learning to occur and to establish lifelong, healthy eating habits while also working to maintain the financial integrity of the school food service program.
- B. It is the procedure of Blue Mountain Union School to offer high quality, healthy breakfasts and lunches that meet the federal guidelines to all students at a reasonable cost to ensure no child goes hungry.
- C. Payments to student accounts are made by sending a check to the school, online payments to student accounts and paying by cash daily.
- D. Families may apply for free and reduced-price meals at any time during the school year. Meal applications are distributed to households. Application packets are put into parent information folders and distributed at Open House prior to school starting. If parents do not attend Open House these packets are given to students on the first day of school to take home. Parents are encouraged to complete and return the applications as soon as possible. In addition, applications are available at the school office during regular business hours and online at bmschool.org. If household size changes or income changes, families may re-apply for meal benefits any time during the school year.
 - 1) Households who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow a maximum of 10 days to approve a new application. No child is allowed a free or reduced price meal without an approved application or direct certification information on file. Parents will receive a notification letter of the student's eligibility showing the effective date. If a notification letter is not received within 10 days, the parent should check with the approving official at the school to see if the application has been received.
 - 2) Households who are receiving 3SquaresVT or Reach-Up benefits will receive a notification of eligibility letter based on Direct Certification from the school if the school has received information about your child(ren). If your household receives these benefits and you have not received this letter from the school, the school has not received information regarding eligibility of your child(ren), the household must contact the school immediately to provide current information.
 - 3) Free and reduced-price eligible students may receive a breakfast and a lunch each day at no charge.

- 4) A la carte items, such as a separate carton of milk or a second entrée, are not allowed to be charged.

Meal Charge Procedure -

- A. If the student account has insufficient funds to pay for breakfast and/or lunch meals -
 - When account balances reach \$0 an alternate meal of (PB & J, Fruit and milk for Lunch and cold cereal, milk and fruit for Breakfast which meets the meal pattern requirements will be offered to the students with a negative account balance.
 - If the meal account is over-drawn by \$15.00, a student will be eligible to purchase a meal with cash until such time the bill has been paid in full.
 - All negative balances must be paid prior to the end of the school year. Any remaining balances will be carried over to the next school year.
- B. Free and reduced-price eligible students will always be provided a meal regardless of unpaid student accounts.
- C. A student eligible for paid meals who has 'cash in hand' at the time of meal service will be provided a meal regardless of unpaid student accounts. The 'cash in hand' will not be applied to past due accounts.
- D. Students with an overdrawn account are not allowed to charge a la carte items.

Account Status Notifications -

- A. Households are strongly encouraged to keep sufficient funds in the student accounts to cover weekly meal purchases. The Food service Director will notify each household of account balances by Sending a notice home every month.
 - Families can check their account balances online via myschoolbucks.com.
 - Families may contact the Food Service Director/Manager at 802-757-2711 ex 1041 or by email at dena.baker@bmuschool.org
 - Students will be given a verbal reminder or written notice in the food service line.
- B. The family will be notified when the student account balance has reached \$5.00 or less by email.
 - A second request for payment will be sent after 5 days if the household has not responded to the first request.
 - A letter is sent to parents via the U.S. Mail requesting payment.

Collection of Unpaid Meal Debt -

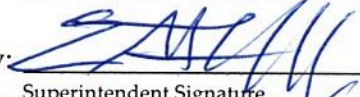
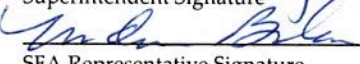
When the student balance reaches \$15.00 in arrears ,the following collection activities will be followed:

- a. Elementary School: The Food Service Director will contact the household and request payment and if there is no payment is received the building principal or his/her designee will be contacted.
 - b. Middle School: The same procedure will be taken as with Elementary.
 - c. High School: The same procedure will be taken as with Elementary and Middle School.
- All funds owed to the food service program will be paid in full on the last day of

school.

- Checks returned with non-sufficient funds will follow the district's policy.

Reviewed by: _____

Approved by:  _____ Emilie Knisley _____ 7-11-17
Superintendent Signature Printed Name Date
 _____ Murdena BAKER _____ 7-11-17
SFA Representative Signature Printed Name Date