

Regional School Unit 73 Board of Directors	CODE: EFD Page: 1
SUBJECT: Nutrition Department – Unpaid meals and Meal Charging Policy	
DATE OF ORIGINAL POLICY:	March 21, 2019
DATE OF NEXT REVIEW:	2024
CANCELS POLICY CODE:	None
REVISION DATE:	
JURISDICTION:	RSU 73 Schools

POLICY: Nutrition Department – Unpaid Meals and Meal Charging Policy

The RSU 73 School Nutrition Department strives to make sure that each child is fed every day. The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food services department.

The goals of the RSU 73 Nutrition Department are:

- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, student and parent/guardian to the maximum extent possible.
- To establish practices that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

Administration of Policy:

1. It is recommended that all families apply for free and reduced-price meal benefits. Any family may apply for benefits at any time during the school year. Application links can be found on the RSU 73 webpage or by requesting an application from your child’s school office or the Nutrition Office. Assistance in applying for free and reduced priced meals may be obtained by contacting the School Nutrition Director at 207-897-3978 or dyork@rsu73.com
2. Families are encouraged to pre-pay for meals. Myschoolbucks is a service that allows families to deposit funds, track purchases, and impose spending limits on their student’s lunch account. You may monitor your child’s account free of charge without utilizing the payment option. Money is accepted in the school cafeteria daily for payments on the day of service. Payments can also be made online using our payment center with Andro Pay.
3. Written notification of the Unpaid Meals and Meal Charging Policy along with prepayment options occurs at the beginning of each school year, is given to each new transfer student, is

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posted on the food service webpage, and is included in the on-line student handbook. The expectation is that parents will review the policy and acknowledge their understanding. The Unpaid Meals and Meal Charging Policy will also be provided the first time the policy is applied to a specific student.

4. Payment is expected at the time of meal service. In the case that a student does not have sufficient funds to cover their meal at the time of meal service they will be able to charge a regular reimbursable meal without any food choice limitations. A reimbursable meal consists of five components (milk, meat/meat alternate, grains, fruits, and vegetables). A student must choose three of the five components with at least one being a fruit or vegetable.
5. If a child has money to purchase a reduced price or paid meal, the child will be provided a meal. Schools may not use that child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
6. In the case of charges of three meals or more. The following action will be taken:

Phone calls and written reminders are made monthly in attempts to collect the debt. No charges are allowed for extra or ala carte on any negative account or accounts with a zero balance.

All seniors will be notified in April that they need to clear their balances. Anyone else having a balance at the end of the school year will be contacted by the Nutrition Director to clear their accounts. RSU 73 offers repayment plans on delinquent debt.

Adopted: March 21, 2019