

BusinessSchool Lunch – Charging of Meals

On August 14, 2009, the State Department of Education issued Operational Memorandum #18-09 which reminded School Food Authorities that funds from the non-profit school food service account cannot be used to cover the cost of charged meals that have not been paid.

Any money a student owes must be paid for by the school district. The Food Service Department will be responsible for billing each school at the end of November, February, and at the end of the school year for all “Oops” meals. The Food Service Department will also provide a copy of all bills to the Business Office.

Policy
Adopted: 11/9/2010

NORWICH PUBLIC SCHOOLS
Norwich, Connecticut

PROCEDURES FOR STUDENTS REQUIRING FINANCIAL ASSISTANCE

High School Students – Thames River Academy and Deborah Tennant-Zinewicz

Free and Reduced Application Process

- For students on the previous Free and Reduced list there is a 30 day grace period at the start of the school year to allow families to reapply
- Applications for Free and Reduced Lunch go out with the initial packet of information to all students the first week of the school year
- If the application is not returned by October 1st a list of names is generated who were on the Free and Reduced list from the previous school year. Students on the list receive a second mailing if the first application was not returned. The list of names will go to the teachers to identify the student's home language if not English. The second application will go home in the home language. The office secretaries have the Free and Reduced forms in ten languages so that cafeteria managers can access them in the building.

Notification of Funds Shortage/Needs

- The food management generates a “Voice Messenger” message that goes out every two weeks to any student in the system when their balance goes below \$2.00 or the student is in arrears
- Students will be allowed up to three (3) charges for lunch
- Following the second charge the computer generated letter will be given to the Social Worker at the school to follow-up with the student and family
- Oops meals will not be available to high school students

Pre-School – Eight Grade Students

Free and Reduced Application Process

- For students on the previous Free and Reduced list there is a 30 day grace period at the start of the school year to allow families to reapply
- Applications for Free and Reduced Lunch go out with the initial packet of information to all students the first week of the school year
- If the application is not returned by October 1st a list of names is generated who were on the Free and Reduced list from the previous school year. Students on the list receive a second mailing if the first application was not returned. The list of names will go to the teachers to identify the student's home language if not English. The second application will go home in the home language. The office secretaries have the Free and Reduced forms in ten languages so that cafeteria managers can access them in the building.

Notification of Funds Shortage/Needs

- The food management generates a “Voice Messenger” message that goes out every two weeks to any student in the system when their balance goes below \$2.00 or the student is in arrears
- Letters are generated twice weekly on Tuesday and Thursday for any student who has no funds available for lunch
- The letters will be given to the teachers for distribution to the student to take home
- When the third letter is generated the teacher will copy the letter and give it to the Social Worker for follow-up with the family
- Students will be allowed to charge up to \$8.00 for lunches.
- The availability of “Oops Meals” will be determined on an individual bases, while the social worker and family work on interventions to correct the problem. The social worker will notify the cafeteria when oops meals should be provided.