

## CHARGING FOR STUDENT MEALS ADMINISTRATIVE REGULATION

1. The Charging of Student Meals Administrative Regulation will be published on every menu during the months of September and October. It will appear on other months if needed.
2. If a child carries a balance exceeding three days, the child will be given a complimentary meal as determined by the food service supervisor.
3. Each school will maintain records that track the charging of meals for each student in that building.
4. Notification to parents will be as follows:
  - a. Policy is posted on menus periodically.
  - b. At the time of the first Charged Meal, the student will be told to tell his/her parent that the money is due the next day.
  - c. At the time of the second Charged Meal, the student will be given a note for the parent requesting the balance be paid.
  - d. At the time of the third Charged Meal, the student will receive a copy of the Charging Policy with a note detailing dates that meals were charged as well as the meals that will be served to their child until the balance is paid.
  - e. If a student receives a complimentary meal because he/she has exceeded the charging allowance, the food service staff will notify the food service supervisor and the building principal. The building principal and/or food service supervisor will contact the parents.

Reference: EFC, Free and Reduced Price Meals

Adopted: January 10, 2006

BIDDEFORD SCHOOL DEPARTMENT