

Appendix A

NON-INSTRUCTIONAL BUSINESS 5662
FOOD SERVICE ACCOUNT CHARGING POLICY

Student Accounts

Charging a meal is a courtesy that the General Brown Central School District extends to its students in the event that a child does not have available funds to purchase a school breakfast or lunch. Parent(s)/guardian(s) should ensure accounts are up to date and balanced.

- a) Snacks may be charged only if there is enough money in the student's pre-paid account to cover the full amount of the charge.
- b) The Food Service Director will review all student accounts twice monthly. The Food Service Department will contact the parent or guardian once an account is \$10 or more in arrears.
- c) 15 days after 1st contact, if the account is still in arrears, the Food Service Department will mail a letter for restitution that includes a Free and Reduced application ([F&R Application](#)). Applications received and approved will not clear up the current debt, but will alleviate any future balances and debts from incurring from the date of approval.
- d) If after 45 days the account remains in arrears, The District Business Office will send a third letter via certified mail seeking restitution.

Adult Accounts

In accordance with the New York State Child Nutrition Program Administration memorandum dated May 2006, all adults, including staff and faculty of the General Brown School District, should pay for their meals at the time of service or set up pre-paid accounts. Adults, including staff and faculty, will be allowed to charge meals against pre-paid account balances only. No other charges will be allowed.

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General Brown Central School District
Child Nutrition and WIC Reauthorization Act of 2004, Public Law Section 108-265 Section 204
Richard B. Russell National School Lunch Act 1946, 42 United States Code (USC) Section 1751 et seq.
Child Nutrition Act of 1966, 42 United States Code (USC) Section 1771 et seq.
7 Code of Federal Regulations (CFR) Section 210.10
Adopted: 5/10/10