

## **Foster-Glocester Regional Schools National School Lunch Program**

### **PURPOSE:**

To provide students and parents in the Foster-Glocester Regional School District with the best possible service and accountability surrounding school lunch.

### **POLICY STATEMENT:**

The Foster-Glocester Regional School District and the Food Service Vendor encourage parents to prepay meals for their children thereby eliminating situations that could develop during lunchtime because of negative balances or failure to bring lunch money to school or over money owed. Prepayments for lunch and breakfast can now be made via the Online Lunch Payment Vendor 24 hours a day using a credit or debit card. Cash and check payments will continue to be accepted at the Ponaganset Middle School and Ponaganset High School. However, payments made through the Online Lunch Payment Vendor portal or by check are preferred for better accountability.

### **Online Lunch Payment Vendor Portal – The Ability to Pre-Pay for Meals**

The Foster-Glocester Regionals Schools recognize the positive impact proper nutrition can have on student learning. The following procedures regarding student lunch account maintenance and balances will be implemented during the 2012-2013 school year.

#### **1. Students can purchase school lunch in two ways:**

- a) “Cash” Payments: Students who typically pay by “cash” [pay as you go] – and do not have any money on any given day or
- b) Online Credit/Debit Card Payment: Students who “pay” from their Online Lunch Payment Vendor account/ balance whose account is in deficit.

Cash and check payments will continue to be accepted at each school. However, payments made through Online Lunch Payment Vendor website via credit will be assessed up to a \$2.00 per transaction processing fee.

Pre-payments for lunch and breakfast can be made through the Online Lunch Payment Vendor website.

1. Parents/guardians will be able to, and are encouraged to, monitor their children’s breakfast/lunch account activity through the Online Lunch Payment Vendor website system. This system can be used to confirm payments have been received, make payments, and monitor account activity.
2. The Online Lunch Payment Vendor website also has the ability to automatically send out balance alerts to parents/guardians as their children draw down from their accounts

Registration for the Online Lunch Payment Vendor website is currently available on the district home page, [www.fg.k12.ri.us](http://www.fg.k12.ri.us) under the parents tab at the top.

### **ACCOUNT BALANCE PROCEDURES FOR THE SCHOOL LUNCH PROGRAM**

Both the Foster-Glocester Regionals Schools and food service provider are committed to providing meals to students who choose to participate in the lunch program but also feel very strongly that there is an obligation for parents/guardians and/or students to satisfy all financial obligations to the lunch program in a timely manner. In order to provide students and parents/guardians in the Foster-Glocester Public Schools with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances will be implemented:

#### **Students with No Money for Lunch or a Negative Lunch Payment Vendor Account Balance:**

1) Students wanting a lunch and not having money to purchase a lunch will be allowed to charge a lunch with repayment expected within two (2) school days.

#### **Middle School and High School Level: In both "1a & 1b" above:**

\$10.00 Negative Balance Threshold

1. The school department will communicate with parents/guardians of students whose balances exceed \$5.00. This communication may include, but is not limited to, telephone calls and electronic and print forms of correspondence.

2. A list of negative account balances of more than \$5.00 will be forwarded to each Principal by food service provider.

3. Students with negative balances below the threshold level will not be able to charge a regular hot lunch or a la carte items. They will receive a lunch consisting of a cheese sandwich, fruit, and milk in place of a hot lunch. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at full price to the student's account; students should not go through the normal lunch line and select individual items or a la carte items if they are not eligible to charge any more lunches.

4. Student accounts with balances higher than negative ten dollars (-\$10.00) for which parents/guardians have been contacted payment or agreed upon arrangements for payment have not been made are subject to "closure" until such time as the negative balance is addressed. Both principals and parents will be notified of any account closures.

5. Once the balance notification has been sent out, parents/guardians will have five (5) days to pay or make arrangements to pay outstanding student balances. Students will be unable to participate in the program until the balance is paid or an arrangement to pay the balance is made.

6. Under an extreme situation of nonpayment/communication, it may be necessary to impose consequences including removal of student privileges if a negative balance remains outstanding without appropriate follow up from the parent/guardian.

**Free/Reduced Lunch Applications**

A. Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually as well as when their household information or income changes. Applications can be submitted at any time and are available during registration or through individual schools as well as on the district's website: [www.fg.k12.ri.us](http://www.fg.k12.ri.us), under the "Parents" tab.

B. Free/reduced applications are also a part of all paperwork provided to families of students transferring into the Foster-Glocester Public Schools.

c. While the food service vendor strongly encourages families to apply for free/reduced meal benefits, the final application responsibility lies with the parents.

First Reading: December 4, 2012

Second Reading: January 3, 2013

Adoption: January 3, 2013