

WCSD



Wallkill Central School District, 1500 Route 208, PO Box 310, Wallkill, New York 12589

(845) 895-7102, Fax: (845) 895-3630

Brian Devincenzi

Assistant Superintendent for Support Services

Meal Charge Procedures

1. Meal Charges:

- a. A student who has lunch debt will be eligible to charge the reimbursable meal of choice that school day if the student requests one, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal*
- b. If a student has outstanding charges but has money to purchase products through Food Services, they will be allowed to only buy a reimbursable meal*
- c. Students with an outstanding balance may purchase ala cart or snack items but cannot charge those items*

2. Actions that are prohibited towards a student with meal debt:

- a. Announcing or publicizing the names of children with unpaid meal charges*
- b. Sending clearly marked notices home with children who have an outstanding balance*
- c. Using hand stamps, wristbands, stickers or other physical markers to identify children with outstanding meal charges*
- d. Requiring children with unpaid meal charges to do chores or other work*
- e. Throwing a child's meal into the trash*
- f. Take any action directed at the student to collect unpaid meal charges*
- g. Discuss any outstanding meal debt in the presence of other students*
- h. Serving alternate meals (i.e. cheese sandwich)*
- i. Using a debt collector*

3. Staff Training:

- a. The Food Service Director will ensure that staff are trained on a yearly basis about the meal charge procedure*
- b. District staff will be available to assist any families who require assistance with establishing eligibility*

4. Determining eligibility:

- a. District staff will make every attempt to determine if a student is directly certified and eligible for free meals*
- b. District assigned staff will access the Statewide Direct Certification program at least monthly to determine student eligibility*
- c. In addition to sending the income application at the beginning of the year, District staff will make two additional attempts to encourage the parent or guardian to complete an income application on behalf of the student*
- d. District Staff will contact the parent or guardian to offer assistance to complete the application to determine if there are other factors of why the school does not have sufficient food or funds to purchase a meal and offer other assistance as appropriate*
- e. District staff will notify the Food Service Director of any migrant, foster, homeless or runaway children who should be immediately certified for free meals*
- f. District staff in accordance with 7 CFP 245.6(d) may complete and file an application for a free or reduced meals for a student if the District becomes aware that a student who has not submitted a meal application is eligible for free or reduced priced meals*

5. *The District will utilize the Horizon Point of Sale System to record and identify charged meals and maintain balances that parents/guardians can view on a daily or weekly basis.*
6. *The building administrator and/or their designee will work in conjunction with the Food Services Director to contact adults in the family regarding meal debt payment reminders and assisting families with eligibility for free and reduce lunch and may use any of the following methods to contact them:*
 - a. *via the phone*
 - b. *through permitted electronic communication*
 - c. *with letters – a weekly IOU letter will be sent for those students with a debt of more than \$5.00*
 - d. *in person meetings - the building administrator and/or their designee will contact adults in the family to schedule a meeting for anyone who carry a debt of \$5.00 or more after any five (5) week interval throughout the year*
 - e. *any other discreet communication method*
 - f. *work to determine if a student is directly certified to be eligible for free meals*
7. *The building administrator and/or the Food Service Director must notify the Assistant Superintendent for Support Services immediately if any student has a lunch debt of \$50.00 or more on a monthly basis.*
 - a. *Upon receiving notification that a family has a debt of \$50.00 or more a letter will be sent to the family notifying them of the debt along with a Free and Reduced application*

BD/sh