

THE SCHOOL DISTRICT OF TORRINGTON, CONNECTICUT

Students with Outstanding Food Service Account Balances

The school lunch program is an extension of the Torrington Board of Education's educational programs. It is the Board's vision to have a partnership among students, staff, school family and community in offering access to and providing nutritious meals which are attractively presented at a reasonable price.

The Torrington Board of Education has an agreement with the Connecticut State Department of Education to participate in the school-based Child Nutrition Program and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to the Child Nutritious Programs. The Board also accepts full responsibility for providing free or reduced price meals to qualifying elementary/secondary school students enrolled in the District. Meals are planned to meet the specified nutrient standards as outlined by the United States Department of Agriculture for children based on their age or grade.

Although not required by law, the Board approves the establishment of a system to allow a student to charge a meal. However, funds from the non-profit school food service account cannot be used to cover the cost of unpaid charged meals. Moreover, federal funds are intended to subsidize the meals for children and may not be used to subsidize meals for adults (teachers, staff, and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service.

Charging a Meal

The Torrington Board of Education strongly discourages meal charges, but understands that an occasional emergency makes it necessary. The District policy for charged meals is as follows:

1. The cafeteria manager will inform parents with a note when \$3.00 or less remains in the student's account.
2. Students will be allowed to charge two (2) meals only. These meals will include only menu items.
3. After the second (2nd) charge, students will be given a designated menu alternate until all charged amounts are paid. Parents will be notified of the outstanding balance by a phone call from the Food Service Manager.
4. If the balance carries into the following week, then the cafeteria manager contacts the school social worker. The school social worker will contact the student's parents to inform them of the outstanding balance.

5. A monthly report will be given to the District Business Manager by the district food service manager.
6. If a student has a balance due they will not be able to purchase a snack until the balance due is paid.
8. There is a \$25.00 fee for returned checks.

The Torrington Board of Education is responsible for reimbursing the food service fund for outstanding lunch charges at the end of each school year per the United States Department of Agriculture as outlined in the State of Connecticut Department of Education Operational Memorandum 19-10.

Notification of this policy and its procedures will be made available to the school community in a variety of formats, including but not limited to:

- Student/Parent Handbooks
- Board of Education website
- School websites
- Distributed to students at the beginning of each school year at the time information is distributed regarding free and reduced price meals.