

Narragansett School System

Meal Charge Standard Procedures

In order to provide students and parents in the Narragansett School System with the best possible service and accountability surrounding school lunch, the following procedures regarding student lunch account balances will be implemented effective July 1, 2017.

1. Both the Narragansett School System and the Food Service Vendor are committed to providing meals to students who choose to participate in the program, however, there is a responsibility on the part of the students and parents to satisfy all financial obligations to the lunch program.
2. The Narragansett School System and the Food Service Vendor encourage parents to pre-pay meals for their children thereby eliminating situations that could develop during lunchtime over money owed. Pre-payments for lunch and breakfast can be made via check or through the MySchoolbucks.com website. Cash and check payments will continue to be accepted at each school, however, payments made through MySchoolbucks.com or via check are preferred for better accountability.
3. Students wanting a lunch and not having money to purchase a lunch will be allowed to charge a lunch with repayment within two (2) school days.
4. Once a student has charged a total of ten dollars (\$10.00) and no payment has been received, the following will happen:
 - a. The Food Service Manager will place a telephone call to the parents to request payment and/or suggest the parent/guardian complete the free and reduced application form;
 - b. If no payment or application is received after the phone, the School Principal will place a telephone call the parent/guardian and request payment and/or suggest the parent complete the free and reduced application form.
 - c. If no payment or application is received, a student support staff member will place a telephone call to the parent/guardian to request payment and/or suggest the parent/guardian complete the free and reduced application form.
 - d. If no payment or application is received from the three previous attempts, the school will adhere to the district guidelines regarding the payment of a balance due before the end of the school year.
5. Students may charge their accounts only for a reimbursable meal or milk – students will not be permitted to charge a la carte items.
6. A weekly list of negative account balances of more than ten dollars (-\$10.00) will be forwarded to each principal by the Food Service Vendor. The Food Service Vendor will mail and or email letters to the parent/guardian of the students who have negative balances of \$10.00 or more. Families will have ten (10) days upon receiving notification to pay or make arrangements to pay outstanding student balances. Student accounts with balances higher than negative twenty dollars (-\$20.00) for which payment arrangements have not been will no longer be able to charge meals until such time payment arrangements are made and/or the account is paid in full.

7. Parents are strongly encouraged to submit free/reduced hot lunch application forms yearly as well as when their household information or income changes. Applications can be submitted at any time and are available during registration or through the individual schools as well on the district's website: www.narragansett.k12.ri.us. Free/reduced applications will also become a part of all paperwork provided to families of students transferring into the Narragansett School System. While the Food Service Vendor strongly encourages families to apply for free/reduced meal benefits, the final application responsibility lies with the parents.

8. In extreme hardship situations the building administrator may authorize a one-time exception to the charge policy by providing the student with a note/authorized form to be presented to the cashier at lunch.

9. Parents are strongly encouraged to monitor their students' breakfast/lunch account activity through the Myschoolbucks.com online system. This system can be used to confirm payments have been received, make payments, and monitor account activity. Myschoolbucks.com also has the ability to automatically send out balance letters to parents as their students draw down from their accounts. To register, parents can go directly to the www.myschoolbucks.com website.

10. Parents are expected to pay the final bill at the end of the school year. Unpaid balances will be carried to the next school year.