

CHARGE POLICY FOR STUDENTS AND STAFF

A student who does not have lunch money will be permitted to charge the meal provided that he/she does not owe money for more than five (5) unpaid meals.

Collection for any unpaid meals(s) will be the responsibility of the Principal.

The School Nutrition Manager shall contact parents of students who have accumulated three (3) days of charges in order to prevent the child from exceeding the five (5) unpaid meal limit. The Manchester Board of Education will reimburse, up to a maximum of \$100.00 per school, for lunchroom losses arising from uncollectable accounts (i.e. bad checks and uncollectable charges).

Amounts in excess of \$100.00 must be paid from the school account.

Applications forms will be available to parent(s) of students who request free or reduced-price meals and a confidential file of applications will be maintained by the Principal. Eligibility will be determined according to guidelines established yearly by the State.

Staff members shall not be permitted to accumulate more than five (5) unpaid meal charges. Collection of any unpaid meals accumulated by staff members shall be the responsibility of the Principal of the school.

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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