

General Brown Central School District Food Service Account Charging Policy

STUDENT ACCOUNTS

Charging a meal is a courtesy that the General Brown Central School District extends to its students in the event that a child does not have available funds to purchase a school breakfast or lunch. Parent(s)/guardian(s) should ensure accounts are up to date and balanced.

1. Snacks may be charged only if there is enough money in the student's pre-paid account to cover the full amount of the charge.
2. The Food Service Director will review all student accounts twice monthly. The Food Service Department will send a letter or a note home once an account is \$10 or more in arrears.
3. Once a student's account reaches the \$10 amount only reimbursable meals may be charged.
4. After 15 days, if a second letter is required for restitution, the Food Service Department will include a Free & Reduced application to the mailing. (Any applications received and approved will not clear up the current debt, but possibly alleviate balances and debts for increasing).
5. The District Business Office will send a third letter via certified mail if the account remains in arrears after 45 days.

ADULT ACCOUNTS

In accordance with the New York State Child Nutrition Program Administration memorandum dated May 2006, (see attachment) all adults, including staff and faculty of the General Brown School District, should pay for their meals at the time of service or set up pre-paid accounts. Adults, including staff and faculty, will be allowed to charge meals against pre-paid account balances only. No other charges will be allowed.