



Meal Charge Procedure for Two Rivers Supervisory Union

Purpose - The purpose of this procedure is to establish consistent procedures for the Two Rivers Supervisory Union to provide meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

General Statement of Procedure –

- A. The Two Rivers Supervisory Union recognizes proper nutrition is essential for adequate learning to occur and to establish lifelong, healthy eating habits while also working to maintain the financial integrity of the school food service program.
- B. It is the procedure of Two Rivers Supervisory Union to offer high quality, healthy breakfasts and lunches that meet the federal guidelines to all students at a reasonable cost to ensure no child goes hungry.
- C. Payments to student accounts are made by cash, check, (payable to the school) or through www.mymealtime.com.
- D. Families may apply for free and reduced-price meals at any time during the school year. Meal applications are sent home with the students on the first day of school. Parents are encouraged to complete and return the applications as soon as possible. In addition, applications are available at the school office during regular business hours and online at www.trsu.org or the school's website. If household size changes or income changes, families may re-apply for meal benefits any time during the school year.
 - 1) Households who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow a maximum of 10 days to approve a new application. No child is allowed a free or reduced price meal without an approved application or direct certification information on file. Parents will receive a notification letter of the student's eligibility showing the effective date. If a notification letter is not received within 10 days, the parent should check with the approving official at the school to see if the application has been received.
 - 2) Households who are receiving 3SquaresVT or Reach-Up benefits will receive a notification of eligibility letter based on Direct Certification from the school if the school has received information about their child(ren). If the household receives these benefits and has not received this letter from the school, the school has not received information regarding eligibility of the child(ren); the household must contact the school immediately to provide current information.
 - 3) Free and reduced-price eligible students may receive a breakfast and a lunch each day at no charge.
 - 4) A la carte items, such as a separate carton of milk or a second entrée, are not

allowed to be charged.

Meal Charge Procedure –

- A. If the student account has insufficient funds to pay for breakfast and/or lunch meals, and the meal account is overdrawn, a student will be allowed to charge breakfast and/or lunch meals.
- B. A student eligible for paid meals who has 'cash in hand' at the time of meal service will be provided a meal regardless of unpaid student accounts. The 'cash in hand' will not be applied to past due accounts.
- C. Students are not allowed to charge a la carte items.

Account Status Notifications –

- A. Households are strongly encouraged to keep sufficient funds in the student accounts to cover weekly meal purchases. The Food Service Program will notify each household of account balances by sending a weekly email or notice to families. Families can check their account balances online via www.mymealtime.com or they may contact the Food Service Director/Manager at:
 - Jack Carroll, GM and Chester-Andover, (802) 952-9133 or jack.carroll@trsu.org
 - Melissa Moore, Cavendish, 875-7706 or melissa.moore@trsu.org
 - Darlene Phillips, Ludlow, Mt. Holly Black River – 228-8975 or foodservice@trsu.org
- B. The family will be notified when the student account balance has reached the following limits:
 - Parents will be notified by email when the student account reaches the minimum balance of 10.00 or less.
 - Parents will be contacted by the principal or his designee, when the family balance is at negative \$25.00. Arrangements to provide the student with a meal and payment plans will be set up during this call.
 - An invoice will be sent via certified mail, return receipt requested if the family balance reaches a negative balance of \$50.00.
 - A certified letter will be sent to the household notifying them that the debt may be turned over to a collection agency if the balance is negative \$100.00 or more.
- C. All funds owed to the food service program will be paid in full on the last day of the school.