



Where the future is present.

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## **ADMINISTRATIVE POLICY FOR MEAL CHARGES**

It is the policy of the Hartford Public Schools to allow students to charge a meal when there is no available cash or money on account. The policy pertains only to schools operating a Traditional USDA School Meal Program. Schools operating under the Community Eligibility Provision do not charge for meals. Schools operating a Traditional USDA School Meal Programs charge students for meals based upon student eligibility. Meal applications are collected and processed in the Food and Child Nutrition central office to determine student eligibility on an annual basis in accordance with USDA guidelines.

Full paying students owing more than \$10.00 and students qualifying for reduced-price meals owing more than \$4.00 will not be allowed to further charge meals. Students who have reached the district charge limit will be provided with a nutritious cold supplemental meal until the balance is paid. The supplemental cold meal provided will consist of cheese sandwich on whole grain roll, raisins, fresh carrots, low fat unflavored milk. Students who have reached the district charge limit may purchase meals with cash if balance is not paid.

A School Messenger phone and/or email message is sent on Monday, Wednesday and Friday afternoons for students with negative balances. A School Messenger phone and/or email are sent on Monday afternoons to notify students with a low positive balance below \$2.00.

Supplemental meals also known as Credit Limit meals served to students are not claimed as a reimbursable meal. The meal is entered as a Credit Limit Breakfast/Lunch after the student as entered his/her ID number into the POS system and the cashier determines that the student has reached their credit limit and has no money to pay for meals.