

HUDSON SCHOOL DISTRICT POLICY

EFAA School Meal Charging Policy

Updated: November 20, 2023

Category: Required

Purpose

The purpose of this policy is to establish consistent meal account management in Hudson School District cafeterias per USDA regulations. Charging meals is not encouraged and doing so places a financial strain on the self-funded Food Service Department and the District. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To encourage parents or guardians to assume the responsibility of meal payments and to promote self-responsibility of the students.

Scope of Responsibility

- Parent/Guardian: Responsible for providing breakfast, snack and lunch, either by sending these meals in with the student or providing funds for student to purchase such meals. Parents are encouraged to pay monthly and in advance. Parents in financial need are encouraged to apply for free or reduced meal benefits.
- Food Service Department: Responsible for providing meals and maintaining computerized records. Parents will be notified by email of any outstanding debt. The Finance Office will receive a monthly delinquent debt report.
- School District: Responsible for supporting the Food Service Department in the collection of funds.

Policy - Reduced and Full-Paying Students

A student with reduced or full-pay lunch status will be allowed to charge a predetermined amount set by the Superintendent of Schools. Parents are responsible for any debt their child accrues. Notification will be emailed home at least monthly. Once the account maximum has been reached, the parent/guardian must provide payment or a meal from home. If the student has cash in hand, he/she may purchase the regular meal. A la carte items are not part of the USDA National School Lunch Program and must be paid for with cash in hand or with existing funds in a student's account. Charging of a la carte items is not allowed.

Charging will not be allowed from June 1 to the end of the school year. Debts not paid prior to the end of the school year will be referred to the Superintendent of Schools for appropriate action.

Such action may include:

- Prohibiting students from participating in future fee-based activities or trips until balance is paid in full
- Prohibiting seniors from participating in senior activities and graduation exercises
- Assigning debt to a collection agency or taking other legal actions as deemed appropriate

Refunds

Remaining funds in a student's account at the end of the year will roll over into the new school year or be transferred to a sibling. Parents may also choose to donate the unused funds to accounts in need.

Refunds may be requested in writing to:

Hudson School Food Service

20 Library Street, Hudson, NH 03051 within 60 days of withdrawal or graduation.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity..

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: <mailto:program.intake@usda.gov>

This institution is an equal opportunity provider.

First Reading: November 6, 2017

Second Reading: November 20, 2017

Adopted: November 20, 2017

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Second Reading: November 20, 2023

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