Hamilton-Wenham RSD

Unpaid Meals Standard Practice

As of May 2017

If a student participating in the reduced price or paid rate does not have funds in his/her account to pay for lunch the following will happen

1. Students are allowed to “charge” up to five (5) meals – the POS system is set up to allow charges up to this amount, after this amount, cashiers are unable to “override” the system
2. Students will not be allowed to “charge” for snacks
3. The food service office will send low or negative balance alerts weekly.
4. If a student has exceeded his/her meal limit – he/she will be provided a cheese sandwich and a milk – this will be entered on the POS but no charge is made to the student account
5. A student will NEVER be denied food
6. If a student has exceeded his/her meal limit, the Food Service Director will
	1. call the family
	2. contact the building principal
7. In the event of non-response from the family, the Food Service Director will inform Assistant Superintendent of Administration and Finance.

Note:

1. This information will be included on the “letter to households” at the beginning of each school year
2. This information will be posted on FSD webpage
3. This information will be shared with individual school administration to be included in school handbooks
4. Credit for cheese sandwiches will be made from “in need” account