

## LISBON SCHOOL DEPARTMENT MEAL CHARGING PROCEDURE

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The Lisbon School Department recognizes the importance of good nutrition and wants to take all reasonable steps to make sure students have access to nutritious school meals.

These steps include providing access to applications for free and reduced lunch for all families and the benefit for those who qualify. Application forms will be sent home at the beginning of each school year, posted on the school department website and available from the building Principal's office throughout the school year. These forms **MUST** be filled out at the start of every school year regardless of the result from the previous year in order to qualify for the benefit.

All students who do not qualify for free and reduced lunch are expected to pay for school meals at the time of purchase. The school department recognizes that there may be times when a student has forgotten their lunch money, or inadvertently failed to keep a positive balance in their account. Parents or guardians will be contacted by the school via letter/e-mail, or telephone when their student's account goes into the negative.

### **MEAL CHARGING**

Charging of meals is discouraged. When a student's account becomes negative, or a student has forgotten their lunch money, meal charging may be permitted as follows:

Students will be permitted to charge a maximum of \$10 combined from breakfast and lunch. This balance is expected to be resolved the next school day. Once the student's account has reached the maximum charge amount, the student is encouraged to bring a meal from home or will be given an alternate meal.

### **OUTSTANDING BALANCES**

Bills for outstanding balances from previous years will be sent home on the first day of school. **Students will be given the first 5 operating school days to resolve their previous year's outstanding bill.** If this is not resolved, students will be required to bring their meals from home or receive an alternate meal in place of the regularly scheduled menu until the balance is paid in full or the family has become eligible for free or reduced meals by submitting the application. Qualifying for free or reduced meals does not eliminate the outstanding balance. The balance is the guardian's responsibility and will still need to be resolved.

## **ACCOUNT BALANCES**

All parents and guardians are encouraged to set up an account through [www.myschoolbucks.com](http://www.myschoolbucks.com) to manage and view their students account. Text and email alerts can be set up for notification of a low balance.

Reasonable attempts to contact the parent or guardian for accounts with a negative balance will be made via letter, email or phone call informing them of the amount due on the account. Arrangements can be made at the individual schools to bring the account current. If a family is having financial difficulty in resolving the negative account balance they will be assisted in applying for free and reduced lunch or in making acceptable payment arrangements. In addition, the Lisbon Nutrition Office is open Monday through Friday during school hours. Payments can be made by mail payable to Lisbon School Department Attn: Nutrition Director 19 Gartley St. Lisbon, ME 04250.

## **FREE AND REDUCED SCHOOL MEALS**

Applications for free and reduced school lunch can be submitted to the building Principal's office **at any time** during the school year. School personnel are available to assist anyone in filling out the application for free and reduced school lunch. **Any balance owed prior to being determined eligible will remain the responsibility of the parent or guardian.**

## **ONLINE PAYMENT OPTION**

The Lisbon School Department offers parents an online payment option. The website is [www.myschoolbucks.com](http://www.myschoolbucks.com) and the information can be found on the School Department website. Please contact the Nutrition Director or Kitchen Manager for your student's account number.