

STUDENTS 5143.2  
SCHOOL LUNCH ACCOUNTS

The purpose of this policy is to ensure that every child has access to healthy and nutritious lunches, regardless of the socio-economic status of a family. While every effort will be made to let the student and parent/guardian know when funds within an account are low, on occasion a child may fail to bring to school the necessary resources to secure a lunch meal at school. It is the policy of the Manchester Public Schools to allow students to charge meals when the student does not have cash available or there is no money left in the student's mealtime account at schools operating under the Traditional School Meal Program. All students will be allowed to charge three meals.

Once a student has charged three meals, school staff will make contact with the family of the student. Parent/Guardians will be notified of their child's negative balances and will be asked for prompt payment. All negative balances must be paid in full within 10 days of notice. Parents will be contacted by the district or the food service director either by written letter, electronic e-mail or phone call to the household.

If the negative balance is not paid in full within ten days, students can continue to charge meals. The parent/guardian will be notified of the outstanding balance on the child's account monthly. All student lunch accounts must be paid in full before the end of the school year. The school reserves the right to withhold report cards and student records until lunch account balances have been paid in full.

It is the responsibility of the parent or guardian to monitor account status for their students. Parents or guardians can monitor their student's mealtime account by utilizing the online payment system at [www.ezschooldpay.com](http://www.ezschooldpay.com). If parents or guardians need more information regarding the use of the online payment system, they can reach Nutrition Services at (860)647-3461.

For department record-keeping, the food service program shall notify the district monthly of all negative balances.

Adopted January 25, 2010

Revised: January 2015