

Business/Non-Instructional Operations

Free or Reduced Price Lunches

Participation in the National School Lunch Program

Participation in the National School Lunch Program is herewith authorized. Authorization is granted to the Superintendent to act on behalf of the Board for purposes of participating in the National School Lunch Program.

Free meals will be served to children from families whose income falls within the current criteria established by the Secretary of Agriculture under the Federal Lunch Program for free lunches. Special hardship conditions shall also be considered. Such hardship conditions, which could not be reasonably anticipated or controlled by the household include unusually high medical expenses, shelter costs in excess of 30 percent of reported income, special education expenses due to mental or physical condition for a child, and disaster or casualty losses. Children who are placed in foster homes by state welfare and who present eligibility forms shall also be served free meals.

The schools shall not physically segregate or discriminate against any child because of his or her inability to pay for a meal. The names of children eligible to receive free meals shall not be published, posted, or announced in any manner; and there shall be no overt identification of any such children by use of special tokens or tickets, or by any other means.

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-216 Payment of expenses.

Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal Employment Opportunity Act.

United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Business/Non-Instructional Operations

Student Nutrition and Physical Activity (School Wellness)

The Andover Board of Education recognizes that student wellness is essential to learning and that good nutrition and regular physical activity are key components of student wellness. The Board supports a healthy school environment and promotes good nutrition and regular physical activity throughout the entire school environment. In compliance with state and federal requirements, the Board directs administration to ensure that the following goals and mandates are met:

I. Establishment of a District Nutrition and Physical Activity Advisory Committee (School Wellness Team)

- A. The committee shall be responsible for developing guidelines on nutrition and physical activity and shall advise the Board on developing policies related to School Wellness.
- B. The members of the committee shall include, but not be limited to, representatives of school administration, school certified staff, the school food authority and the school board, as well as parents, students, and the local community. The committee will consult the school nurse and physical education teacher as appropriate. Health practitioners and mental health care providers also may be consulted.
- C. The committee shall be responsible for the implementation of guidelines and policies.
- D. The committee shall monitor the implementation of this policy and prepare an annual report to the Board including, but not limited to, the following information:
 1. Evaluation of food service menus and meal counts.
 2. Description and evaluation of all regularly provided food.
 3. Description and evaluation of all physical activity programs and opportunities throughout the school year.

II. Nutritional Guidelines for All Food in Schools

- A. School food service menu offerings and kitchen operations shall meet or exceed the standards established by the state and the USDA.
- B. School food service should encourage students to make healthy choices by promoting nutritious foods, by providing nutritional information, and by serving wholesome food in an appealing way.

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Student Nutrition and Physical Activity (School Wellness)

II. Nutritional Guidelines for All Food in Schools (continued)

- C. Food shall not be made available to students in any way that would conflict with school food service.
- D. All foods available at the school and at school-sponsored activities, including but not limited to pre- and after-school programs and recreational activities, should meet or exceed the District guidelines.
- E. On all occasions at which food is served in connection with any activity or celebration in the school, providing foods that have high nutritional value should be encouraged and providing foods that have low nutritional value should be discouraged.

III. Nutrition Education and Promotion

- A. A comprehensive approach to nutrition education shall be adopted in all grades.
- B. Instructional staff shall incorporate nutritional themes in daily lessons when appropriate. The health benefits of good nutrition should be emphasized. Guidelines from the Connecticut Department of Education Health Education Framework or the Connecticut Family and Consumer Sciences Framework should be consulted.
- C. Nutrition education should also be extended to parents and care providers to encourage consistency in attitudes towards nutrition.
- D. The use of food as a reward should be discouraged, especially food with low nutritional value.
- E. School-sponsored fundraising activities are encouraged to follow district nutrition standards. The sale of non-food items should be encouraged as an alternative to food sales.

IV. Physical Activity

- A. Physical activity includes instructional physical education, extra-curricular activities including sports, and recess activities.
- B. Physical activity should be a part of every school day.
- C. The use of physical activity as a form of disciplinary action shall be discouraged, whether by denying physical activity or by requiring physical activity.

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Student Nutrition and Physical Activity (School Wellness)

IV. Physical Activity (continued)

D. The value of physical activity should be promoted by:

1. Offering opportunities for physical activity as a reward.
2. Providing for after-school community access to school physical activity facilities.
3. Encouraging student participation in physical activities outside the school.
4. Teaching the benefits of physical activity, physical fitness, sports and recreation for health and well-being.

V. Special Events

In accordance with Connecticut Public Act 06-63, will allow the Superintendent to exclude from certification sale of foods to students that do not meet the Connecticut Nutrition Standards at all events where the following three conditions are met: (1) the sale is in connection with an event occurring after the end of the regular school day or on a weekend; (2) the sale is at the location of said event; and (3) the food is not sold from a vending machine or school store.

(cf. 3542 - Food Services)

(cf. 3542.33 - Food Sales Other Than National School Lunch Program)

(cf. 3542.34 - Nutrition Program)

(cf. 3452.45 - Vending Machines)

(cf. 6142.6 - Physical Education)

(cf. 6142.61 - Physical Activity)

(cf. 6142.62 - Recess/Unstructured Time)

(cf. 6142.10 - Health Education)

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study.

10-215 Lunches, breakfasts and the feeding programs for public school children and employees.

10-215a Non-public school participation in feeding program.

10-215b Duties of state board of education re feeding programs.

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Student Nutrition and Physical Activity (School Wellness)

Legal Reference: Connecticut General Statutes (continued)

10-215b-1 State board of education regulation

10-216 Payment of expenses.

10-221 Boards of education to prescribe rules, policies and procedures.

PA 04-224 An Act Concerning Childhood Nutrition in Schools, Recess, and Lunch Breaks

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol. 45, No. 20, Tuesday, January 29, 1980, pp. 6758-6772)

The Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265

Policy adopted: May 13, 2009

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

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Sanitary Conditions

Sanitary conditions in all phases of the food preparation and serving of food shall be rigidly maintained at all times. All food services staff who handle food shall meet all food handling regulations as prescribed and required by the State of Connecticut. All food service personnel shall be required to have a physical examination at the time of employment and periodically, as requested, by the School Medical Advisor.

Business/Non-Instructional Operations

Food Service

Charging Policy

The goal of the food service program is to provide students with nutritious and healthy foods, through the District's food services program, that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings, we are helping to teach students the value of good nutrition.

The Andover Board of Education has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced price meals to eligible elementary and secondary students enrolled in the District's schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced price meals is completed and approved. All applications for free and reduced price lunch and any related information will be considered strictly confidential and not to be shared outside of the District's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Moreover, federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff and visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal. Examples of alternate meals include, but are not limited to, the following:

- A peanut butter and jelly sandwich, fruit and milk;
- A cheese sandwich, fruit and milk; or
- Cereal, fruit and milk.

The cost of providing this alternate meal cannot be incurred by the school food service account and the charge for this alternate meal will be \$1.50.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the school principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

Definitions

“**Alternate Meals**” are not clearly defined in federal and state regulations. The use of alternate meals refers to any meal served to a student that is different from the day’s advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.

“**Delinquent Debt**” are unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

“**Bad Debt**” are when unpaid meal charges are not collected and are considered a loss. Such debt must be written off as an operating loss, which cannot be absorbed by the nonprofit school food service account, but must be restored using nonfederal funds.

Elementary Students

The District strongly discourages meal charges, but understands that an occasional emergency makes it necessary at the elementary level. The District/school policy is as follows:

- a. All charges must be paid in 10 days.
- b. Students may not charge more than 2 reimbursable meals.
- c. After the second meal, the school will provide an alternate meal consisting of one or more of the choices listed above.
- d. Parents will be notified and asked for prompt payment.

The District uses MySchoolAccount, an automated prepayment system, which allows parents/guardians to view their child’s meal account balance and purchases, receive low-balance notifications, as well as make deposits to their child’s school meal account. Negative balance status can be avoided by making a payment in the form of cash or check at the school, or by ACH payment to the www.myschoolaccount.com website.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

Delinquent Debt and Bad Debt

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, effective with the 2017-2018 school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be written off as an operating loss not to be absorbed by the nonprofit school food service account but must be restored using the Student Activity Account.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, placed on the District's website, on the website of each school, and published at the beginning of each school year at the time information is distributed regarding free and reduced price meals and again to the household the first time the policy is applied to a specific child.

This policy shall be provided to all school staff and/or school food authority staff responsible for its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The District's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

(cf. 3542 – Food Service)

(cf. 3542.31 – Free or Reduced Price Lunch Program)

Business/Non-Instructional Operations

Food Service

Charging Policy

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.
State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

- SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"
- SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"
- SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"
- SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Policy adopted: May 10, 2017
Policy revised:

ANDOVER PUBLIC SCHOOLS
Andover, Connecticut

Business/Non-Instructional Operations

Food Service

Charging Policy

In order to sustain the Food Service Program in Andover Elementary School, the Board requires that each family pay in advance for each student's school meals.

Payments:

To facilitate payment in advance for school meals, the Board has established a payment program whereby parents or guardians may pay for meals in advance either by cash or check or through www.myschoolaccount.com. For more information about payment methods, or if you have a question, please contact the Food Service Director at 860-742-4535.

If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, it must specify how the funds are to be distributed amongst the student accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

Applications for Free and Reduced Price Lunch:

If at any time a parent or guardian anticipates a problem with paying for meals, he/she should contact the Food Service Manager as soon as possible for assistance. Parents and guardians are encouraged to apply for free and reduced price meals for their children. In order to qualify, families must meet eligibility criteria. Applications can be filed at any time during the summer or school year and new applications may be filed if there is a change in household income or in the number of household members. Applicants are responsible to pay for meals until the application for free and reduced price lunch is completed and approved.

All applications for free and reduced price lunch and any related information will be considered strictly confidential and will not be shared outside the Food Services Program.

Low or Negative Account Balances:

When a student has a negative account balance, no charging of snack items will be allowed. No child shall be denied a school meal due to lack of pre-payment; however, the process set forth below shall be followed whenever a child does not have sufficient funds in his or her school meal account.

Business/Non-Instructional Operations

Food Service

Charging Policy (continued)

Process for Addressing a Low or Negative Account Balance:

Step I: In the event a student has no money, or their account balance is insufficient, the student will be allowed up to three (3) reimbursable meal charges. No snack or a-la-carte items shall be charged. Parents shall be notified by school personnel of any negative balance and asked for prompt payment.

Step II: If the parent or guardian does not promptly deposit sufficient funds into the school meal account, a phone call will be made, stating that, unless the parent or guardian deposits funds into the student's meal account, then for any such meals following, the student will be served an alternative meal consisting of milk, a piece of fruit and the choice of either a peanut butter and jelly sandwich or a cheese sandwich (unless there is a medically documented allergy or dietary restriction). The phone call shall state that such alternative meals shall be charged to the student's account.

The parent or guardian will be reminded about the National School Lunch Program's eligibility criteria for free and reduced price lunch and encouraged to fill out an application if they think they qualify.

Step III: If the parent or guardian does not deposit sufficient funds into the school meal account within five days, school personnel shall send a Certified Letter to the parent or guardian reminding the parent or guardian of the need to deposit funds into the student's meal account immediately. This letter will include additional information for the parent or guardian about the National School Lunch Program's eligibility criteria free and reduced price lunch along with an additional application for the free and reduced price lunch program.

School personnel shall place a follow up phone call to the parent or guardian reminding the parent or guardian of the lack of funds and the consequences for nonpayment.

Business/Non-Instructional Operations

Food Service

Charging Policy

Process for Addressing a Low or Negative Account Balance: (continued)

Step IV: If the parent or guardian does not deposit funds into the school meal account after the Certified Letter has been sent, the school Principal shall place a third call to the parent or guardian to remind the parent or guardian to deposit funds and to pay any accumulated arrears and to inform the parent that the student's progress reports and report cards shall be withheld until payment of the arrears has been received and processed by the Food Services Program. If necessary, the Principal shall also schedule a meeting with the parent or guardian to discuss the arrearage.