



Cumberland School Department Policy Manual

SUPPORT SERVICES

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SCHOOL MEAL PAYMENT POLICY

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The Cumberland School Department offers breakfast and lunch to all students daily. Employees are also offered the privilege of participating in this program. Payment for meals is required at the time of purchase. The Food Service Vendor has implemented a billing system whereby students and adults may charge meals daily at the school level. Meals can be prepaid by setting up an account online with MySchoolBucks or with cash or check at the school register. For those meals that are not prepaid, bills will be calculated and mailed on a monthly basis. The Cumberland School Department encourages those families that may qualify for free and/or reduced meals to submit an application. The following sets out the guidelines for administering the collection of food service accounts.

The Cumberland School Department complies with all state and federal regulations in providing healthy meals to students.

In accordance with Federal Law and the US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender, gender expression, age disability, or retaliation.

Billing Procedure:

1. As previously stated, payment for meals is required at the time of purchase or via prepayment.
2. If a negative balance exists on an account, bills will be calculated and sent out by the 7th of each month, beginning on October 7.
3. Payment in full is due by the 25th of each month.
4. A second bill will be mailed when the original bill becomes past due.
5. All delinquent accounts will result in loss of charging privileges for students and school personnel on all items other than meals (ex. snacks). Delinquent account holders will be notified by mail that charge privileges have been suspended.
 - a. When the account has an outstanding or negative balance, the parent/guardian will be notified via email;
 - b. When the account has an outstanding or negative balance of Twenty Five Dollars (\$25.00), the parent/guardian will be notified via a telephone call;



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- c. When the account has an outstanding or negative balance of Forty Dollars (\$40.00), the parent/guardian will be notified via letter and telephone call. The letter shall inform the parent/guardian that if the account is not brought current within ten (10) days, or if a payment arrangement has not been reached, then the matter will be referred to collections. The letter shall also include a print out of all transactions charged to the account within the last thirty (30) school days.
6. When charging privileges have been suspended, the Business Office shall be responsible for notifying the parents.
7. Circumstances may arise that justify termination of a debt.

The Cumberland School Department Food Service Vendor has the authority to track and collect all debts as long as the child is a student of the Cumberland School Department.

All costs associated with the collection of an overdue account shall become the liability of the debtor.

END OF YEAR BALANCES

At the end of each school year, any credit or balance due will carry over with the student to the next school year. Parents/Guardians will have thirty (30) days from the first day of school to pay any negative balance from the previous school year. Following the 30th day of non-payment, all charging privileges will be suspended. All seniors will have to pay any debt in full prior to graduation.

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