

**EAST MILLINOCKET SCHOOL DEPARTMENT
SCHOOL MEAL PAYMENT POLICY**

The East Millinocket School Board believes that proper nutrition is very important to ensuring that students are ready and able to learn in school. The Board has established the following policy in regard to payment for school meals.

1. The Board recognizes that not all families can afford to pay for school breakfast/lunch. Applications for free or reduced meals are sent home at the beginning of each school year and provided to families when they enroll. Eligible families are strongly encouraged to complete and return the application, which is kept strictly confidential in accordance with federal requirements.
2. The Board also recognizes that family financial situations may change during the course of a school year, and an application for free or reduced meals can be made at any time during the year by contacting the school your child attends.
3. Parents/guardians are expected to pay for school meals in advance.
4. Parents/guardians will receive notification if their child's school meal account is in arrears by \$15.00. A bill for payment will be sent as well as a reminder that, if the family financial situation has changed, a free and reduced lunch application can be sent upon request. Should there be no response to the initial contact for payment, a follow-up phone call and/or certified letter will be sent.
5. If a student's school meal account continues to be in arrears with no contact from his/or parents/guardians and exceeds a total of \$100.00, the school may file a claim with Small Claims Court to recoup past due funds, as well as all associated costs of filing the claim (certified letter fees, filing charges, etc).
6. Should the administration determine, after all efforts to discuss this payment situation with parents/guardians have been exhausted, a claim may be made to Small Claims Court.
7. Parents/guardians who are having difficulty paying for school meals are strongly advised to contact the school and work out a payment plan. If this is the case, the school administration is more than willing to work with the parents or guardians to find a workable solution. Contact your school's principal to request a confidential meeting to discuss the development of a payment plan of action.

First revised reading: August 23, 2016

Second reading and adoption: September 13, 2016