

Series 5000

Students

Meal Charging Policy

All children at Eastford Elementary School bring their own lunch to school. The Eastford Public Schools (the “District”) participates in the State’s Milk Program only.

The Milk Program

Families are provided notices in July about the Milk Program at Eastford Elementary School. Families are informed of the process of ordering and paying for milk. Families are also informed of their right to purchase milk or apply for the free milk program.

The Board prohibits publicly identifying or shaming a student for any unpaid milk charges, including, but not limited to, the following:

- Delaying or refusing to serve a milk to such student; or
- Otherwise taking any disciplinary action against the student.

Collection of Unpaid Milk Charges

The District’s efforts to recover from households money owed due to the charging of milk 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 milk purchases. The District shall consider whether the benefits of potential collections outweigh the costs that would be incurred to achieve those collections.

For purposes of this policy, “delinquent debt” means unpaid milk charges.

The District will contact the parents/guardians of students who owe money for milk. The first communication will be by phone after two milks have been supplied for free. Subsequent written and verbal communications with parents/guardians concerning delinquent debt will be made by the building administrator or designee, as may be necessary and appropriate. All communications regarding unpaid milk charges shall be made directly and discreetly to parents/guardians. Written communications with parents/guardians regarding collection of a student’s unpaid milk charges shall include an application for free or reduced-price milk.

In the event a student’s unpaid milk charges are equal to or more than the cost of thirty (30) school milks, the parents/guardians of such student will be referred to the District’s homeless education liaison.

The Board shall comply with applicable federal and state laws and other federal or state requirements concerning the collection of unpaid milk charges. The Board may accept gifts, donations, or grants from any public or private sources for the purpose of paying off any unpaid charges for school milk.

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Dissemination of Policy

This policy shall be provided in writing to all households in July and to households transferring to the District during the school year. This policy shall be provided to all District 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 milk charges shall be informed of this policy.

The District shall maintain, to the extent required by law, documentation of the methods used to communicate this policy to households and District staff responsible for policy enforcement.

The District shall provide this policy to the Connecticut State Department of Education during Administrative Reviews.

The Superintendent or designee may, if necessary and appropriate, develop administrative regulations in furtherance of this policy.

Legal References:

State law:

Connecticut General Statutes

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

State of Connecticut, Department of Education, School Health, Nutrition and Family Services Operational Memorandum No. 11-22, "Connecticut Statutory Requirements for Unpaid Meal Charges in Public Schools," June 15, 2022.

State of Connecticut, Department of Education, 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.

Federal law:

7 C.F.R. Part 245 Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policy," July 8, 2016.

Adopted: 8/17/2023

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U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments," July 8, 2016.

U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 57-2016, "Unpaid Meal Charges: Guidance and Q&A," Sept. 16, 2016.