



**Southington Public Schools
Southington, Connecticut
September 2015**

Breakfast and Lunch Charging Procedures

Dear Parent(s) / Guardian(s):

The Southington Public Schools Food Service Department is a non-profit entity. As a result, we must cover all of our costs through the sale of meals, snacks, and federal reimbursements; therefore, payment at the time of purchase in cash or debit from the student's account is required.

In an effort to enhance your ability to put money into your child's meal account, the Food Service Department offers the MyPaymentsPlus.com online payment system. This system allows you to use your credit card or bank account to make deposits to your child's meal account by Internet or phone. To further insure that students are able to purchase meals, the system generates low balance reminders.

Federal guidelines for the National School Lunch Program do not require school districts to provide full price paying students with a meal. In an effort to assist students with insufficient funds in their meal accounts, the school district has developed the following uniform procedure that will start in September of 2015.

Meal Charge Procedure

Elementary and middle school students who do not have money in their account may charge up to two (2) days. The cashier will debit the school "House" account for the charges. At the end of each day, the cashier will print out the list of students who have used the "House" account. The cashier will collect the money from the student to repay the debt. At the end of the week, the cafeteria manager will notify the school principal or designee of the balances still owed by each student. The school principal, or designee, will send a letter home with the student notifying the parent that their child owes money.

Parents will have five (5) days to satisfy the debt or they will need to provide their child with a lunch from home. If no attempt has been made to satisfy the account or provide their child with lunch, the building principal, or designee, will call the parent. If a student is without money or a lunch from home on a consistent basis, the principal will investigate the situation. If the charge is not settled by the end of each school year, report cards will be held until the balance is paid in full.

- Students with any charge balance will not be allowed to purchase à la carte items, including milk.
- High School students are not allowed to charge lunches.
- Parents are encouraged to apply for free or reduced-price meals, if they qualify.

Please help us keep your child's account current by using MyPaymentsPlus.com. Food service employees are very uncomfortable having to deny a student a meal caused by insufficient balances. We appreciate your prompt repayment of any debt incurred from your child having to charge a meal.

In the event that your family's financial circumstances change during the school year, please contact the Food Service Department to inquire if your family qualifies for free or reduced-price breakfast and lunch opportunities or access the application online.

If you should have any questions about your child's account, the process of depositing funds or the charge procedure, please feel free to contact me at 860.628.3286 ext. 221 and I will be happy to assist you.

Sincerely,
Nya Welinsky
Director of Food Service