



## HALDANE CENTRAL SCHOOL DISTRICT

15 Craigside Drive  
Cold Spring, NY 10516

Phone: 845 265-9254 Fax: 845-265-9213  
www.haldaneschool.org



Anne M. Dinio  
School Business Manager

### MEMORANDUM

TO: Dr. Philip Benante  
FROM: Anne M. Dinio *Anne M. Dinio*  
RE: Policy Review (Second Reading) Meal Charge and Prohibition Against Meal Shaming  
DATE: June 17, 2019

The attached policy/plan for *Meal Charge and Prohibition Against Meal Shaming* was presented to the Board for a first reading at its Meeting on Tuesday, June 4, 2019. Since that time, the following amendment has been made:

*A written or e-mailed request for a refund of any money remaining in a student account must be submitted to the Food Services Director. Students who are graduating at the end of the year will be given the option to transfer a remaining balance to a sibling's account after a written request has been made.*

This amendment is stated in blue font on the last page of the policy/plan document.

I am requesting that the amended policy/plan be presented to the Board for a second reading at the June 18, 2019 meeting. A copy of my original memorandum related to this policy/plan is also attached for your information. Once the Board has approved the amended plan/policy, we will post the document to the Haldane web site.

Thank you.

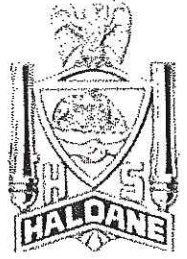
Attachments



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Anne M. Dinio  
*School Business Manager*

## MEMORANDUM

TO: Dr. Philip Benante  
FROM: Anne M. Dinio *Anne M. Dinio*  
RE: Policy Review (First Reading) Meal Charge and Prohibition Against Meal Shaming  
DATE: May 23, 2019

The 2018-2019 Executive Budget amended New York State Education Law 908 as added by Section 2 of Part B of Chapter 56 of the laws of 2018 ***Meal Charge and Prohibition Against Meal Shaming***. Beginning with school year 2018-2019, all public, non-public and charter school food authorities (SFAs) that require students to pay for a school breakfast and/or lunch meal must develop a written plan to ensure that a student whose parent or guardian has unpaid meal charges is not shamed or treated differently than a pupil whose parent or guardian does not have unpaid school meal charges.

We submitted our plan to SED and received approval after it was determined that our proposed policy contains all of the required language.

I have attached said policy/plan to this memo. I request that we seek Board approval of the plan before final posting on Haldane's website.

Thank you.

Attachment



# HALDANE CENTRAL SCHOOL DISTRICT OFFICE

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## Meal Charge and Prohibition Against Meal Shaming Policy

### I. Purpose

The goal of the Haldane Central School District is to provide student access to nutritious no- or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

Unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and, and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Haldane Central School District in a way that does not stigmatize, distress or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. The Haldane Central School District provides this policy as a courtesy to those students in the event that they forget or lose their money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

### II. Policy

**Free Meal Benefit** - Free eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.

**Reduced Meal Benefit** - Reduced eligible students will be allowed to receive a breakfast of their choice for \$.25 and lunch of their choice for \$.25 each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

**Full Pay Students** - Students will pay for meals at the school's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

#### ONGOING STAFF TRAINING:

- Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the NYSED Webinar or the school's training program.
- Staff training includes ongoing eligibility certification for free or reduced price meals.

#### PARENT NOTIFICATION:

- Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued meal charges within 1 day of the charge and then every week thereafter.

#### PARENT OUTREACH:

- Staff will communicate with parents/guardians with five or more meal charges to determine eligibility for free or reduced price meals.
- School staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- School staff will contact the parent/guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the child to have insufficient funds, offering any other assistance that is appropriate.

#### MINIMIZING STUDENT DISTRESS:

- School will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.
- Schools will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.
- Schools will not take any action directed at a pupil to collect unpaid school meal fees.
- Schools will deal directly with parents/guardians regarding unpaid school meal fees.
- Schools will not serve alternate meals.
- Schools will not use a Debt Collector.

#### ONGOING ELIGIBILITY CERTIFICATION:

- School staff will conduct direct certification with NYSSIS or using NYSED Roster Upload to maximize free eligibility. NYSED provides updated direct certification data monthly.
- School staff will provide parents/guardians with free and reduced price application and instructions at the beginning of each school year in school enrollment packet.
- Schools using electronic meal application will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.
- Schools will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.
- Schools will use administrative prerogative judiciously, only after using exhaustive efforts to obtain a completed application from the parent/guardian only with available information on family size and income that falls within approvable guidelines.
- Schools will coordinate with the foster, homeless, migrant, runaway coordinators to certify eligible students. School liaisons required for homeless, foster, and migrant students shall coordinate with the nutrition department to make sure such students receive free school meals, in accordance with federal law.

#### III. Procedures: Meal Charge

1. Information regarding free and reduced priced meals for families in need will be provided at the beginning of the school year, when new students register for school, and online at [www.haldaneschool.org](http://www.haldaneschool.org)
2. This information will also contain the name of and contact information for a District employee for any families that need assistance in completing the application.
3. Students who do not have breakfast or lunch or money to purchase these meals will be provided a reimbursable meal of their choice. These meals will be considered “meal charges” and will be charged to the student account as outstanding debt.
4. Items that cannot be charged to student accounts as outstanding debt include a la carte items, extra entrees and adult purchases.
5. The Food Service Department will send home notices through emails weekly for all student accounts that have a low balance. A low balance is considered to be a balance of \$5.00 or less. A parent must have a valid email address on file to receive low balance notifications.
6. The Food Service Department will also send home notices of meals charged (accounts that have a negative balance) on a weekly basis through emails. Families that do not have a valid email address will receive phone calls or letters on a weekly basis.
7. The Food Service Department will monitor student accounts and outstanding debt on a regular basis.
8. The Food Service Department will work with families on a regular basis to collect outstanding debt and set up payment plans if necessary. The school district will not charge any interest in connection with the meals charged. Convenience fees associated with the use of the school’s secure online payment system i.e. Myschoolbucks, continue to be allowable.

Students/Parents/Guardians may pay for meals in advance via **My School Bucks** or with a check payable to Haldane Central School District. Further details are available on our webpage at [haldaneschool.org](http://haldaneschool.org). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.

~~Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.~~

***A written or e-mailed request for a refund of any money remaining in a student account must be submitted to the Food Services Director. Students who are graduating at the end of the year will be given the option to transfer a remaining balance to a sibling's account after a written request has been made.***

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Haldane Central School District Food Service Program.