

Meal Charge Policy

I. Purpose

The goal of the Plattsburgh City School District is to provide student access to nutritious no- or low-cost meals each school day.

However, 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 to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the Plattsburgh City school District. The provisions of this policy pertain to regular priced school breakfast, lunch and snack (if applicable) meals only. The Plattsburgh City 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 (ala 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 each day. A la carte purchases must be paid/prepaid.
- Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- Students/Parents/Guardians may pay for a la carte items in advance via mySchoolBucks.com or with a check payable to Plattsburgh City School District. Further details are available on our webpage at www.plattsbsd.org. Funds should be maintained in accounts to minimize the possibility that a child may be without 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- Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted.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.
- Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Plattsburgh City School District's Food Service Program.
- Balances Owed collection of owed balances will follow the policies and procedures set by the school.