

Norfolk Public Schools Overview for Meals and Snacks

Norfolk Public Schools provides a federal and state approved breakfast and lunch program. Students and families have options when determining how to handle breakfast and lunch. Families always have the option of eating breakfast at home and bringing a sack lunch. For those who choose to not do that the district provides a breakfast and lunch program which is managed by Lunch Time Solutions. Menus and 2018-2019 breakfast and lunch prices can be found on our District website.

Families and students are encouraged to review the federal free and reduced breakfast and lunch income guidelines and to fill out an application for this benefit if you believe your household income qualifies you for this program. Applications are accepted throughout the school year as household incomes change periodically. Applications are available through our school website or by calling your school's main office.

All families and students who wish to participate in the school sponsored breakfast and lunch program have several payment options.

- Students who qualify for a free breakfast and lunch are eligible to receive one free breakfast and lunch each school day.
- Students who qualify for a reduced price breakfast and lunch are eligible to receive one reduced price breakfast and lunch each school day. The balance of the breakfast and lunch cost may be paid in cash at the school's main office or at the point of sale in grades 5-12. Money can also be put on an individual's account for future purchases. This allows the student to not have the need to carry cash on a daily basis. Families and students who wish to put money on account can do so by bringing cash or check to the schools main office or at the point of sale in grades 5-12. Families and students can also put money on account by paying on-line through the districts website. There is a service fee charge with each on-line payment.
- Students who do not qualify for free or reduced price breakfast and lunch can purchase a breakfast and lunch each school day. Breakfast and lunch cost may be paid in cash in the school's main office or at the point of sale in grades 5-12. Money can be put on an individual's account for future purchases. This allows the student to not have the need to carry cash on a daily basis. Families and students who wish to put money an account can do so by bringing cash or check to the school's main office or at the point of sale in grades 5-12. Families and students can also put money on account by paying online through the district's website. There is a service fee associated with each on-line payment.

The district will follow the procedures listed when a student's breakfast and lunch account falls below \$0 and becomes a negative balance. These procedures fall within the specifics of (District Policy 3571) and is included with this communication. An automated phone call and e-mail will occur each Wednesday and Sunday during the school year between the hours of 6:30 p.m. and 9:00 p.m. when accounts are in the negative. Families and students can review current account balances online or may contact their school's main office for this information.

- (Step 1) An automated phone call and e-mail will be sent to the student's contact information informing the guardian(s) that their student's account is now in the negative.

- (Step 2) An automated phone call and e-mail will be sent to the student's contact information informing the guardian(s) that their student's account is now showing a \$10 or more negative balance. Additional contact by the student's school will also occur.
- (Step 3) An automated phone call and e-mail will be sent to the student's contact information informing the guardian(s) that their student's account is now showing a \$20 or more negative balance and additional charges will be suspended until the entire negative balance is cleared. Additional contact by the student's school will also occur. Students who have accounts in this status will still have the option of bringing a sack lunch or will be offered an alternative meal by the school. This still allows the students to receive a lunch each school day and not be forced to go without. Alternative meal charges will not be assessed against the student's account.

Federal and State law requires school districts to inform families directly about the district's nutrition program. I hope this information is helpful and informative. Any further questions or assistance can be provided at each school's main office or by contacting the district's central office.

Educationally Yours,

Dr. William R. Robinson Jr.

Assoc. Supt. / Norfolk Public Schools

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

Legal Reference: Richard B. Russell National School Lunch Act (42 U.S.C. § 1751);
U.S.D.A. Memorandum SP 57-2016.

Date of Adoption: June 12, 2017

	For 2018-2019
Jr. High & Sr. High Lunch (7-12)	\$ 3.05
Middle School Lunch (5-6)	\$ 3.00
Elementary Lunch (K-4)	\$ 2.90
Reduced Lunch (All Levels)	\$ 0.40
Reduced Breakfast (All Levels)	\$ 0.30
Breakfast (All Levels)	\$ 1.55
Milk (All Levels)	\$ 0.50
Adult Lunch	\$ 4.00
Adult Breakfast	\$ 2.55