

Meal Charge and Prohibition Against Meal Shaming Procedure

I. Purpose

The goal of the Cincinnati 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 fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

The intent of this document is to establish procedures for Cincinnati Central School District in a way that does not stigmatize distress or embarrass students. The provisions of this document pertain to reimbursable school breakfast, lunch and snack meals only. The Cincinnati Central School District provides this document 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. Procedures

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 and lunch of their choice for free. 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 OUTREACH:

- Staff will communicate with parents/guardians to determine eligibility for free or reduced-price meal status, using the community eligibility application.
- School staff will make attempts to reach out to parents/guardians to complete a (CEP) meal application.

MINIMIZING STUDENT DISTRESS:

- School will not publicly identify or stigmatize any student or discuss any debt in the presence of any other students.
- Schools will not take any action directed at a pupil to collect unpaid school fees.
- Schools will deal directly with parents/guardians regarding unpaid school fees.

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 the community eligibility application and instructions at the beginning of each school year.
- Schools will provide the CEP meal application on the district website, throughout the school year.
- 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.

Students/Parents/Guardians may prepay for ala carte snacks in advance via www.myschoolbucks.com or with a check payable to Cincinnatus Food Service Department. Further details are available on our webpage at www.cc.cnyric.org. 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 Cincinnatus Central School District Food Service Program.