



BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

3542.1

Food Service: Montville Schools Nutrition Program

The Montville Board of Education will participate in the National School Breakfast and Lunch Program to provide free and reduced breakfasts and lunches to eligible children in the schools under its jurisdiction, as well as encouraging students to prepay for purchasing meals. The CT Healthy Food Certification limits beverages and snacks that are sold to follow State guidelines. Meals served to students follow State and Federal Nutrition Program guidelines and Health Department regulations, as well as the Montville Schools Wellness Policy.

Policy Adopted: 6/07/79
Revised: 1/15/91
Revised: 4/20/10
Revised: 10/16/12

Administrative Procedures

3542.1

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Food Service: Montville Schools Nutrition Program

By the first week of each school year, notifications will be distributed to all parents of public school children in the Town of Montville announcing the availability of free or reduced school breakfasts and lunches. This Family Application for Free and Reduced Meals letter and application form is posted on the school webpage and will be mailed home with student start-up materials from Montville High and L.J. Tyl Middle School prior to the first day of school each year or sent home with students the first day of school. A State Letter from the Department of Social Services noting a student's eligibility for free meal benefits may be forwarded instead of a family meal application as proof the student is approved for meal benefits. Family Applications for Free and Reduced Meals are available throughout the year in each school office, the nutrition program office and on the school web page at www.montvilleschools.org.

Eligibility will be determined in the Nutrition Program Office on the basis of family income levels and other factors such as "homeless" status as listed in the income guidelines announced by the federal and state agencies involved and is considered confidential information.

Children who are eligible for free or reduced meals, along with other students, are encouraged to prepay. Students are served a meal; then enter their student I.D. number on a key pad (or swipe their I.D. card or say their name) as they pass the cashier.

We are committed to the wellbeing of our students and want to make meal time convenient for all. Parents are encouraged to prepay for student meals. Payment may be made by creating an account at www.mypaymentsplus.com or by prepaying the cashier by cash or check to: Montville Schools Nutrition Program (MSNP). Parents are responsible for student accounts.

Application for free or reduced meals will be forwarded to the School Nutrition Program Office for review by the Nutrition Program Director. Names of all children in Montville that are approved for SNAP (Supplemental Nutrition Assistance Program by the Department of Social Services) are also provided to the Nutrition Program Director. A notification of benefits letter is sent in reply to the household, along with Montville School's nutrition program information.

If the application for free or reduced meals is rejected, the household may discuss their situation with the Nutrition Program Director or appeal to the:
Montville Schools Business Manager, 800 Old Colchester Road, Oakdale, Connecticut 06370.

Prices for the "reimbursable" breakfast and lunch served in the nutrition program will be established by the Board of Education but must comply with State requirements.

Charging of Meals:

On August 14, 2009, the State Department of Education issued Operational Memorandum #18-09 which reminded School Food Authorities that funds from the non-profit school food service account cannot be used to cover the cost of charges meals that have not been paid.

At the start of school, Family Meal Applications are sent home. Students who were eligible for free or reduced benefits in June have a 30-day grace period to return their Family Meal Applications or letter from the Department of Social Services stating they are eligible for free meal benefits. A reply letter is sent from the Nutrition Program Department determining their eligibility.

Students and parents are encouraged to prepay for meals or put money in their general account so a student is able to purchase a breakfast, lunch, extra milk, water, etc. as needed. In an emergency, a student will be able to charge his/her lunch and is encouraged to bring in payment the next day (the child may be given and billed for a bagged lunch until charges are paid). If payment is not received from parent, money owed by a student must be paid by the school district. Parents are responsible for paying for their student's meals and encouraged to pay ahead so the student always has money for a meal or milk.

The Nutrition Program Department will bill students throughout the year but requests the principal of each school assist if a student's parents have provided no response or payment since the State Memorandum #18-09 states that a non-profit food service account cannot cover this.

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