

**Washington South Supervisory Union
Northfield and Roxbury School Districts**

FOOD SERVICE PAYMENT PROCEDURES

The expectation is that all families **pre-pay** for meals or that daily payment is made. Pre-payment can be made online through the Tyler SIS 360 Parent Portal, or cash or checks can be submitted to the school directly.

Northfield Elementary School and Roxbury Village School:

1. For all students with a negative balance (-\$0.50 and up) the Food Service Director will send invoices weekly via Connect5 (if no email, mailed directly).
2. When any student's unpaid balance reaches \$25.00, the Food Service Director will provide a list to the School Office and a letter will be sent with forms and phone calls will be made on a case-by-case basis.
3. If no response is received after 15 days, families with a balance of over \$40.00 will be contacted by the Principal to attempt to arrange a payment plan and/or assist the family with completing the Free and Reduced Lunch application form.
4. School Official discretion for eligible households that have not applied. See Attachment A for detail.
5. Once the outstanding balance reaches \$100 the Business Office will send a letter to the family directly.

Northfield Middle and High School:

1. Any student with an outstanding balance from the elementary school will only receive breakfast and lunch if eligible for free or reduced lunch, or provide payment.
2. Students in grades 6-12 are limited to charging a total of \$5.00.
3. Northfield Middle and High School will hold the diploma certificate upon graduation if student owes any money to the Food Service program.

Northfield, Roxbury, and WSSU Employees:

1. Employees in the Northfield and Roxbury School Districts and Washington South Supervisory Union are limited to charging a total of \$5.00.

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Attachment A

Eligible Households That Have Not Applied

Local school officials may complete an application for a child known to be eligible for meal benefits if the household has not applied. When exercising this option, the school official must complete an application on behalf of the child based on the best household size and income information or Other Source Categorical Eligibility status known to the official.

The source of the information must be noted on the application. Names of household members, the last four digits of the social security number and the signature of an adult household member need not be secured. These applications are excluded from verification. However, the household must be notified that the child has been certified to receive free or reduced price benefits. This option is intended for limited use in individual situations and must not be used to make eligibility determinations for categories or groups of children.