

TOWN OF WEBB UNION FREE SCHOOL DISTRICT

3002 State Route 28, P.O. Box 38

Old Forge, New York 13420

BOARD OF EDUCATION

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www.towschool.org

August 2018

Dear Parent/Guardian:

It is the policy of the District that all children regardless of a family's means receive a school breakfast and lunch each day to ensure that children do not go hungry and have access to nutritious meals that support healthy growth and development. A complete copy of the District's policy and regulations regarding meal charging can be found on the District's website at towschool.org. Even if your child has a delinquent meal account, your child will receive a meal of their choice from the available reimbursable meals for that specific school day, unless we have written notice from a parent or guardian to withhold a meal. This does not include the ability to purchase a la carte items when there is a negative meal account.

Your child may be eligible for free or reduced price school meals. Enclosed herein is a copy of the school meal program application, instructions and information regarding the same. Additional copies of the application can be found at any time on the District's website. If you need an additional copy, please contact us and additional copies will be provided at no cost.

We are here to assist you in completing this application, please contact Kay VanWie, Cook/Manager at 315-369-3222 extension 2109 or kvanwie@towschool.org if you have questions on completing these forms. The District will coordinate between the liaisons for homeless, foster, and migrant students with the nutrition department to ensure such students are receiving free meals in accordance with federal laws.

If at any time your child has a negative account balance for unpaid meals, the school will not publicly identify or stigmatize your child or discuss any outstanding meal debt with them or in the presence of any other students. The schools will not take any action directed at a STUDENT to collect unpaid school meal fees, such as using a debt collector. The school will deal directly with parents/guardians regarding unpaid school meal fees.

Parents/Guardians are responsible for meal payment to the food service program.

- If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable. An application for free or reduced lunch benefits may be filled out at any time during the school year.
- If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. This may include the Superintendent making a referral to the Department of Social Services.
- Additionally, if the District suspects that the child may be eligible for a free or reduced meal and the family has not submitted a meal application, the District will complete and file an application on behalf of the student pursuant to State and Federal Law (see, 7 CFR §245.6(d)).
- Staff will conduct direct certification with NYSSIS or using NYSED Roster Upload to maximize free eligibility. NYSED provides updated direct certification data monthly.

The mission of the Town of Webb UFSD, in collaboration with the community, is to foster academic excellence, create responsible citizens, and promote life-long learning.

OFFICERS

REX A. GERMER
Superintendent

JOHN S. SWICK
K-12 Principal

JENNIFER DUNN
District Treasurer

DIANE KULL
District Clerk

Telephone (315) 369-3222

Fax: (315) 369-6216



Collections and Notification of Charges and Low Meal Balances

- Unpaid meal charges are considered “delinquent debt” of the parent/guardian and no collection efforts will be made with the student as outlined above.
- The District will make every effort that its collections practices of unpaid meal charges do not have a negative impact on the children involved and instead focus primarily on adults in the household responsible for providing funds for meal purchases. The children involved will not be overtly identified, such as with stamps, tickets, or special tokens.
- Discreet notices will be sent out of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- The Food Services Manager will make an attempt to notify the Parent/Guardian by phone will be made after the student charges their fourth (4th) meal. Notice may also be mailed home by the Food Services Manager if no response is received. The notice will include an additional copy of the meal application and instructions on how to complete the application. The District is here to assist you with completing your application or answering any questions you may have.
- If all attempts to notify the Parent/Guardian of the deficient meal fund balance are unsuccessful the building principal will be notified.
- The Superintendent or his/her designee may work out a repayment plan with the Parent/Guardian. In no event will interest or additional charges be incurred as a result of the delinquent debt. The law does not require the unlimited accrual of debt and if all attempts to work with the family has been unsuccessful the Superintendent in his/her discretion may investigate the situation more closely and take further action as needed. This may include the Superintendent making a referral to the Department of Social Services.
- Unpaid meal charges may be carried over at the end of the school year and collection efforts may continue into the new school year.

Students/Parents/Guardians may pay for meals in advance with a check payable to Town of Webb UFSD. Funds should be maintained in accounts to minimize the possibility that a child may be without meal 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 District Food Service Program.

Please contact, Kay VanWie, Cook/Manager at (315) 369-3222 extension 2109 if you have any questions or concerns, we are here to assist you.

Sincerely,



Rex Germer
Superintendent