



- **Infinite Campus** is an online program for parents/guardians.
- **Infinite Campus** works with the district's school meals program.
- Parents/guardians of PK- 6 can obtain free access to their student's account by contacting their student's school for an access code. Middle / high school can contact the IT department by calling 998-5400
- A free account allows parents/guardians to:
 - View their student's meal choices.
 - View their student's account balance.
- For a \$1.00 - \$1.95 fee parents/guardians can:
 - Make a payment or pre-payment to their student's account
- The fee does not benefit Regional School Unit 16.
- A guide to assist in using your student's Infinite Campus account is available at http://www.rsu16.org/_parent/Portal_info_Parents.pdf

The Collection Process

Please understand that the Regional School Unit 16 School Committee and administration wish to work with parents/guardians of its students to assist in any way possible to bring student school meals accounts current, but to do so you must contact us.

Parents/Guardians will receive:

- Periodic letters from Food Services to parent/guardian for all accounts with low balances of \$5.00 or less.

If owed balances continue:

- Letter to parent/guardian from Director of Food Services for all accounts with negative balances, then...
- Phone call to parent/guardian from administration for all accounts with no payment or contact after communication.

If no activity after ten (10) days:

- Referral of account to a collections agency
- Initiating a claim in court.

If a student's account balance exceeds \$-25.00, the administration may:

- Prohibit participation in any future program requiring a fee (field trip, athletics, dances, etc.).
- At the end of a trimester or school year the administration may:
 - Prohibit other students within the household from participating in any future program requiring a fee
- If a senior's account is not in good standing as of May 1st, the administration may:
 - Prohibit the senior from participating in senior activities and/or graduation exercises.



A Guide to School Meals & Our Charging Policy

To view the full School Policy visit the RSU 16 website at:

www.RSU16.org
or call 998-2727

Regional School Unit 16

**3 Aggregate Road,
Poland, ME 04274**

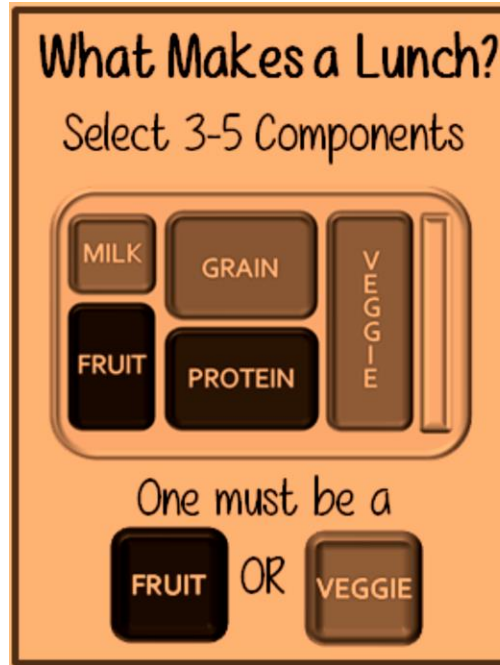
BACKGROUND:

- ❶ The United States Department of Agriculture (USDA) governs the National School Lunch Program (NSLP) and School Breakfast Program (SBP).
- ❷ The USDA reimburses public schools for a portion of the costs of school lunch and breakfast.
- ❸ RSU 16 participates in the NSLP and in the SBP for some district schools.
- ❹ RSU 16 must follow USDA regulations in order to receive reimbursement.
- ❺ Each student has a school meals account.
- ❻ All purchases made in the school meals program will be recorded in the student's meals account.

Methods of Payment

RSU 16 accepts cash for daily meals at the school register. It also accepts pre-payment of school meals in the form of:

- Cash or check at the register
- Online payment via the AndroGov payment center <https://rsu16.androgo.com/>



Understanding a Reimbursable Meal

Students with Free or Reduced-Price status must take a "Reimbursable Meal" for it to be free or at reduced-price. Otherwise, they must pay full price.

What is a reimbursable meal? One that consists of **at least 3** of the 5 offered components.

What is a component? Think of it as a food group.

A La Carte & 2nd Meals

A la carte items are any one component of a meal, a snack, bottled water, bottled juice or milk. These items are individually priced and are not part of a reimbursable meal. A second meal can be up to all 5 items or just a second entrée. This meal must be charged at full price.

A la carte and 2nd meals cannot be charged.

Prices for meals are set by the RSU 16 School Committee within parameters set by federal or state regulation.

SCHOOL MEALS ELIGIBILITY STATUS:

- ❶ Eligibility status is defined by the USDA as Full Price, Reduced Price or Free.

Full-price Status:

- ❶ Students may take any or all components offered each day for the price of the meal.
- ❷ Students are allowed to charge meals up to \$15.00 before the collections process begins.

Reduced-price Status:

- ❶ Students are eligible for **one** reduced-price reimbursable lunch and breakfast per day.
- ❷ If the meal selected does not meet reimbursable meal requirements, the meal selected is full price.
- ❸ Students are allowed to charge meals up to \$15.00 before the collection process begins.

Free Status:

- ❶ Students are eligible for **one** free reimbursable lunch and breakfast per day.
- ❷ If the meal selected does not meet reimbursable meal requirements, the meal selected is full price.
- ❸ Students are not allowed to charge.

Second entrees or second meals and a la carte items cannot be charged. Cash or pre-paid funds on account are acceptable for these items.