

Augusta School Nutrition Program
40 Pierce Drive, Augusta, Maine 04330

Telephone (207) 626-2468 x1142

Fax (207) 626-2444

Information Regarding the Charging of Student Meals

Payment for school meals must be made in advance or at the time of purchase. There are times however, that a student comes to the cafeteria hungry and has no money to pay for a meal. We understand that these occurrences are not intentional and make every attempt to handle the situation in the most professional and courteous way possible. The administrative practice for handling these situations differs depending upon the grade level of the student.

School Meals – Breakfast & Lunch:

For children in Pre-K through 6th grade we try to limit the number of charged meals to three. Once this limit is reached, a notice will be sent home to notify parents and request payment. If payment is not received within five business days a second notice will be mailed home. If payment is still not received, a third notice will be mailed home with an application for Free or Reduced Price school meals. At this time the Director of the School Nutrition Program may telephone the parent or guardian to discuss the situation.

For students in 7th - 12th grades we follow the same practices as noted above except that we try to limit the number of meals charged to one.

A La Carte purchases:

At all grade levels we do not allow charging of a la carte items. This includes milk that is not part of a school breakfast or lunch.

Dropped Trays:

At all levels, an accidentally dropped tray will be replaced at no charge to the student.

Current Practice

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program_intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).