



# PSB Food Services

## Memo:

**To:** Susan Givens  
**From:** Sasha Palmer  
**Date:** September 19, 2023

**Re:** School Committee Negative Balance Write Off

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### ACTION 23-26

*On a motion by Ms. Nobrega, seconded by Dr. Liu, the School Committee VOTED UNANIMOUSLY with 8 in favor (Mr. Pearlman, Dr. Liu, Ms. Charlupski, Ms. Federspiel, Ms. Frias, Dr. Ehrenberg, Ms. Gorer, and Ms. Nobrega), 0 opposed, and 0 abstentions, to waive all existing food charges for FY23 for students who are eligible for free/reduced lunch (including second lunches irrespective of federal reimbursement eligibility, as well as snacks and a la carte items), and further to waive fees for these items for the remainder of FY23 for students who are eligible for free/reduced lunch, and to request that staff provide an analysis of the total cost of this waiver by product category for FY23 directly following the fiscal year close.*

### **Comment:**

The total cost of fees waived for Free/Reduced student meals as of June 21, 2023 was \$10,756 (\$9,514.75 2nd meals/ \$1,241.25 a la carte).

For clarification a free/ reduced student can incur a charge for one or more of the following reasons:

#### **Scenario 1 (First or Second Meal Definition)**

*If a free/reduced student goes through the line for the first time and selects a meal that does not include a fruit or a vegetable. This meal is considered an incomplete meal as it does not qualify due to the fact that all qualifying meals must include a fruit or a vegetable. This meal is non reimbursable and cannot be claimed.*

#### **Scenario 2 (Snacks/A La Carte Definition)**

*A free/reduced student takes a slice of pizza, an apple, garden salad and milk, consumes that, still feels hungry and returns, takes the pizza and garden salad and cashes out. This will be charged as a second*

*meal. As these two items are considered a full meal and are charged the cost of the full meal. On the other hand, if the student returns and only takes a slice of pizza that slice of pizza is considered an entree which costs \$2.50. Each item that is part of a reimbursable meal can be considered an a la carte item.*

***Note:** The Food Service Department entered the FY23 school year carrying a prior year free/reduced student debt of \$38,654.80. Fortunately, the Finance department transferred funds to eliminate this balance before the fiscal year ended. This means that all Free/Reduced students are entering the FY24 school year with zero debt. This also means that free/reduced families will no longer receive a negative balance notice.*

**Motion:**

**To waive all non-reimbursable food charges in FY24 for students who are eligible for free/reduced lunch and request that staff provide an analysis of the total cost of this waiver by product category (meal vs. a la carte) for FY24.**