

SCHOOL MEAL CHARGE POLICY

6.17

In an effort to reduce or eliminate negative meal account balances in the district, the following policy has been implemented for the district food service programs.

Food Service Department Meal Account Management Guidelines: Families are expected to provide money for each student's meal account on a regular and consistent basis. In the event this does not occur, the following stipulations apply:

HIGH SCHOOL (9-12):

Cashiers will remind students of account balances if the balance falls below **\$10**. In the event a student's account reaches **negative \$10**, the District Office will contact the family.

MIDDLE SCHOOL (6-8):

Cashiers will remind students of account balances if the balance falls below **\$10**. In the event a student's account reaches **negative \$10**, the District Office will contact the family.

ELEMENTARY SCHOOLS (K-5):

Students and parents will be informed of account balances through reminders sent to the parent when the balance reaches **\$10**. Students with negative balance no greater than **-\$10** will be allowed to continue to purchase a reimbursable meal (no doubles, seconds, or extra milk), unless the purchase would cause the account to exceed **-\$25** (the school's negative limit). In the event a student's account reaches **-\$10**, the District Office will contact the family.

Students with a negative balance (K-12) will not be allowed to purchase any ala-carte items, including extra mile or milk to go with a sack lunch from home.

MULTIPLE CHILD/FAMILY ACCOUNTS:

In the event more than one child from a family is attending schools in USD 203, one meal account are to be set up on a family basis. This may affect all of your children regardless of grade level or attendance center as all children in the same family use the same balance of money.

AUTOMATED REMINDERS:

FULL PAY STUDENTS:

All full pay students will receive reminders during the week through the District's Automated Messaging System in the event their account falls **below \$10**.

REDUCED LUNCH STUDENTS: All reduced lunch students will receive a weekly reminder through the District's Automated Messaging System in the event their account falls **below \$5**.

FREE LUNCH STUDENTS:

All free lunch students will receive a weekly reminder through the District's Automated Messaging System in the event their balance falls **below \$0.**

HOW TO PAY FOR STUDENT MEALS:

The Food Service Department accepts cash, checks or online credit card payments for student meals.

RETURNED CHECKS and INSUFFICIENT FUNDS:

Account balances will be reduced by the amount of any check returned by the bank resulting from insufficient funds or account closed. Cash must be deposited in the student's account for the amount of the returned check or insufficient funds check before any more checks will be accepted.

The school district reserves the right to manage debt that is considered to be uncollectable and can/will turn over to debt collection if necessary.

WHAT HAPPENS WHEN A STUDENT BALANCE EXCEEDS THE SCHOOLS'S NEGATIVE LIMIT?

The Food Service Department will provide a meal consisting of peanut butter and jelly sandwich (or a cheese sandwich) and a serving of fruit and white milk for lunch.

CHARGING MEALS DURING THE LAST MONTH OF THE SCHOOL YEAR:

Charges will not be allowed during the month of May at any school. Students must have money in their account to purchase school lunch or ala-carte items. If the student does not have money in their account, he/she will be given peanut butter and jelly (or a cheese sandwich), fruit and white milk at lunch, or cereal and milk for breakfast for no more than 5 days.