



Book	Policy Manual
Section	200 Pupils
Title	Cafeteria Charging
Number	234
Status	Active
Adopted	
Last Revised	
Last Reviewed	

### **Purpose**

The Board has established the following guidelines to be followed in instances where a student finds it necessary to charge their meal due to lack of funds in their account.

### **Delegation of Responsibility**

The Board authorizes and directs the Food Service Supervisor to enforce the policy and the procedures to collect deficient student account balances.

### **Guidelines**

No student who requests a meal will be denied a main lunch option, unless the student's parent/guardian has provided written permission to withhold a school lunch. A-la-carte items are not part of the main lunch and can only be purchased with positive lunch account funds or cash.

Parents/Guardians are solely responsible for providing their children with money for breakfast and/or lunch.

All school cafeterias have computerized point of sale (cash register) systems. These systems maintain records of all meals purchased, cash received and account balances. These records are available through the Family Access link on the District's website. If a household does not have internet access, the Food Service Supervisor can provide this information to the parent/guardian upon request.

A National School Lunch Program Free/Reduced meal application shall be available to all parents/guardians in each school building or online. A new application per household must be submitted by the parent/guardian every school year.

Students approved for the free/reduced lunch program will receive one free/reduced breakfast and one free/reduced lunch per day. Additional lunches, breakfast and milk must be purchased at the full price. A-la-carte items and extra milk are not covered under the free/reduced program.

Parents/Guardians and students are encouraged to deposit money in the student's cafeteria account so that adequate money is readily available to purchase a school breakfast and/or lunch. Parent/Guardians may also deposit money online by using board approved software. A convenience fee may apply for using this service which is imposed by the online service, not the school district. Any fees charged to the district for uncollectable online payments will be deducted from the student's lunch account.

Direct communications regarding money owed by students K-8 will be made to the parent/guardian only. Students may deliver communications in letter form addressed to the parent/guardian. Students in grades 9 - 12 may be informed by cafeteria staff when funds in their cafeteria account are low or in the negative.

An email notice will be sent to parent/guardian when your student's account reaches negative ten cents (-.10). After the account reaches a negative balance of ten dollars (-10.00) a letter will be sent by the Food Service Supervisor indicating the monies are due. When the account reaches a negative 40 dollars (-40.00) a letter will be sent by the Business manager indicating that monies are due or payment arrangements must be made. Should the account reach negative 75 dollars (-75.00), the debt must be payed or payment arrangements must be made within 10 business days. After 10 days the account may be turned over to the District Magistrate's Office or a Collection Agency. Any further costs incurred due to lack of compliance will be the responsibility of the parent/guardian.

Families are encouraged to establish repayment plans.

Students who owe money or do not have money for a school meal will not be publicly identified. No student will be required to discard a school meal after it has been served. Upon withdrawing from the district, students must bring their account to zero balance. Withdrawn students will be given a refund upon receipt of a written or email request from the parent/guardian. Graduating students' remaining balances will be transferred to their sibling's account. If there is no sibling in the district, balances of five dollars (5.00) or more will be refunded to the parent/guardian.

Students and parents/guardians shall be notified annually concerning the contents of this policy and district procedures.