

Nutrition Services' Meal Charging Policy

Although not required by federal regulations, the District will allow, in certain circumstances, a child to receive a lunch meal when a packed lunch or money is forgotten. We recognize that situations occur in which this happens occasionally.

The parent or guardian is responsible for ensuring their child has money or packed lunch daily or has filled out the appropriate application to be eligible to receive free or reduced price meals. If applying for free or reduced price meals, parents must provide lunch money or a packed lunch for their child until notification has been received that their child has been approved to receive free or reduced price meals.

At no time are students permitted to run into a deficit situation for the purchase of a breakfast meal, snack, beverage, or any other a la carte item.

All cashiers are to verbally tell the students when their account reaches \$6 or lower each time the student comes through the serving line (equivalent of at least 2 lunches).

By communicating with students daily, the chance of them not having the needed funds is greatly reduced for them.

Adults are not permitted to charge any food or beverage at any time.

Student Charges in Elementary Schools

Elementary students are permitted to receive a full lunch when their accounts run in the deficit. Lunch charges are expected to be repaid the next day.

The method for collecting overdue lunch charges from elementary students is as follows:

- An Alert Now phone call and/or email message will be sent out to parents weekly for students that are in a negative balance situation. All parents are asked to set up low balance email notification on the Infinite Campus parent portal (no charge to do so).
- Subsequent follow up from a district administrator in the event of no response from the household.

Student Charges in the Middle, Junior and Senior High Schools

- If a student does not have money for lunch (or partial payment), send the student to the office for a charge slip.
- One of the office staff will give the student a charge slip and the student may receive a reimbursable meal upon receipt of the slip to the cashier.
- Courtesy meals will be extended a maximum of 3 times in the secondary schools.
- If the student has a negative balance, at no time should the student purchase a la carte items with cash - the negative balance needs to be cleared first.
- Cashiers are not to give out free/reduced price meal applications or speak to students in line regarding their meal status (free/reduced price). This is overtly identifying them in front of other students. If an application needs to be sent home, please notify the office for a meal application to be mailed home.
- At breakfast, there is NO charging in the absence of money.
- **A la carte/snack items may NOT be charged. A la carte purchases may not be made with cash until the negative balance is repaid. Adults are not permitted to charge.**