

# Ballico Cressey School District

## Meal Charge Policy

Effective March 14, 2019

### I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals for this policy are:

- To treat all students with dignity in the serving line regarding meal accounts
- To encourage parent/guardian to assume responsibility of meal payments and to promote self-responsibility to the student.
- To establish a consistent district policy regarding charges and collection procedures.

### II. SCOPE OF RESPONSIBILITY

The Food Service Department is responsible for maintaining charge records and notifying the school district of outstanding balances.

The School District is responsible for notifying the students parent/guardian with written documentation of the outstanding balance.

The parent/guardian is responsible for immediate payment on the students account.

### III. ADMINISTRATION

1. Student Groups
  - a. Elementary Students will be allowed to charge a maximum of \$10.00. After the balance exceeds the threshold, the student may be given a designated menu alternate\*.
  - b. Middle School Students will be allowed to charge a maximum of \$10.00. After the balance exceeds the threshold, the student may be given a designated menu alternate\*.
2. Students with negative balance will be contacted by the food service department. This will be done either as a written letter, email, or phone call to the household.
3. The district will be notified as needed regarding negative balances.
4. During the middle of May, all charging will be cut off. Parents/Guardians will be sent a written request for "Payment in Full". All charges that are not paid in full will be carried over to the following school year.
5. If financial hardship is suspected, families will be encouraged to apply for free/reduced meals anytime during the school year.
6. As advised by the state agency, negative balances should not incur against the food service revolving account.

\*Menu Alternate will meet the nutritional qualifications for a reimbursable meal. (2oz meat/meat alternate, at least one serving of bread/grains, ½ cup fruit, ½ cup vegetable, and 8 oz. 1% milk)

Board Approved: March 14, 2019