

Meal Charge Policy and Procedures

POLICY

Students who are Reduced or Paid status are allowed to charge up to \$5.00 for reduced status and \$10.00 for paid status. Once a student has reached the allowable charge limit they will be offered an alternate lunch of Sunbutter & Jelly Sandwich and a milk for two days. Each site will keep an accounting of all Alt Meals served by building.

Procedures

The following steps will occur to notify student before and after reaching charge limit:

- All sites: Households will be sent a text or email daily (provided this information is set up in Infinite Campus) for positive amounts once the balance is between .01-\$8.00 for paid students and .01-\$2.00 for reduced students. Also all households will get an email or text daily once account reaches -.01 until account is paid.
- Elementary: A low balance reminder letter is sent home with students daily once the account reaches \$5.60 for paid status or .80 for reduced status or once the account is below -.01.
- Secondary: An email will be sent to all Middle and High School Students daily once the account reaches \$5.60 for paid status or .80 for reduced status or once the account is below -.01.
- Alternate Meal: Each site will determine the best method to deliver the alternate meal to avoid students having a lunch taken from them when they go through the lunch line.
- Before Meal Account reaches the charge limit Food Service Staff will make phone calls to parents.

Refunding All Students During School Year

When students leave the district, households need to request refund from each school when checking out of district. Refunds will be applied to all outstanding fees first then a refund will be made to parents. Any amounts over \$5.00 the Business office will issue a check, current or forwarding address appreciated.

- For Paid Students, with less than \$5.00 Food Service staff will check with school to see if all fees have been paid. Then a phone call will be made to ask if parent wishes to leave money in the account in the event they return to USD368 or do would they want to come to the school building and pick up refund or would they like to donate to the Charitable account.
- Any money left in a free or reduced account must remain in child's account, unless refund requested by parent. Money cannot be transferred to Charitable Account.
- All negative balances should be paid before students leave the district no matter what the meal status.

Refunding Seniors Accounts at end of year:

- Food Service will check to see is any fees are owed before any money is refunded to seniors
- Positive balance will be transferred to sibling's accounts
- Less than \$10.00 will be refunded to seniors at graduation Practice
- Money over \$10.00 will be refunded through the Business Office after the first Board Meeting in June.