

LakeVille Community School

Meal Charge Procedure

June 2017

Revised September 2017

1. Purpose

The goal of the LakeVille Community Schools is to provide students with healthy meals each school day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this procedure is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this procedure is to establish uniform meal account procedures throughout the LakeVille Community Schools. The provisions of this procedure pertain to regular priced school lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the LakeVille Community Schools provides this procedure as a courtesy to those students in the event that they forget or lose their lunch money.

2. Procedure

All cashiers are to verbally inform the students, at all educational levels, when their account reaches a low dollar amount each time the student comes through the lunch line. 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.

FULL PAY STUDENTS

ELEMENTARY AND MIDDLE SCHOOL STUDENTS

- Will pay for meals at the district's published standard rate each day. Students are permitted to receive a full lunch when their accounts run in the deficit. Lunch charges are expected to be repaid the next school day.

- The method for collecting overdue lunch charges from elementary and middle school students are as follows:
 - Verbally remind student
 - Send letters home at regular intervals throughout the school year
 - Call home to remind parents
 - All parents are asked to set up low balance notifications on www.myschoolbucks.com website (no charge to do so)
 - School Messenger reminder sent once a week to home

- Ala carte/snack items may NOT be charged. Ala carte purchases may not be made with cash until the negative balance is paid.

HIGH SCHOOL STUDENTS

- Must prepay or pay cash at the register for all meals and ala carte purchase. There is NO charging of any food or beverage at this level.
 - Set up register to allow full paid students to charge one lunch meal in extenuating circumstances
 - charge is expected to be repaid the next school day
- School Messenger reminder sent once a week to home

FREE MEAL BENEFIT

Free status students will be allowed to receive a free lunch each school day. Ala carte purchases must be prepaid or paid in cash at the register.

REDUCED MEAL BENEFIT

Reduced status students will be allowed to receive a lunch for \$.40 each day. Students are permitted to receive a full lunch when their accounts run in the deficit. Lunch charges are expected to be repaid the next school day.

- The method for collecting overdue lunch charges from elementary and middle school students are as follows:

Verbally remind student

Send letters home at regular intervals throughout the school year

Call home to remind parents

All parents are asked to set up low balance notifications on

www.myschoolbucks.com website (no charge to do so)

- Ala carte/snack items may NOT be charged. Ala carte purchases may not be made with cash until the negative balance is paid.
- School Messenger reminder sent once a week to home

PARENTS/GUARDIANS

The parent or guardian is responsible for ensuring their child has money or a packed lunch daily or has filled out the appropriate application to be eligible to receive free or reduced price lunches. If applying for free or reduced price lunches, 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.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at www.myschoolbucks.com or by speaking with the kitchen personnel.

Students/Parents/Guardians pay for meals in advance via www.myschoolbucks.com or with a check payable to LakeVille Food Service. Further details are available on our webpage at www.lakevilleschools.org. Funds should be maintained in accounts to minimize the possibility that a child's account will go into the negative. Any remaining funds for a particular student will be carried over to the next school year. Notice of negative balances will be sent to parents/guardians at regular intervals during the school year.

If a student is without funds to purchase meals on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

REFUNDS

For withdrawn and graduated students; a written request for a refund of any money remaining in their account must be submitted to LakeVille Food Service. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

UNCLAIMED FUNDS

Must be requested within six months of withdrawing/graduating from school, unclaimed funds will then become the property of the LakeVille Food Service program.

BALANCES OWED (negative balances)

Collection of owed balances will follow the policy set forth by the LakeVille Community Schools Board of Education.