

Hoquiam School District Meal Charge Policy

Parents and guardians are responsible for providing students with cash to pay for school meals or, in the alternative, prepaying for school meals using a Food Services Account; providing a lunch from home; or completing an application establishing eligibility for Free or Reduced-priced meals. The following guidelines exist to help families and students manage food service accounts.

Families who believe that they may qualify for Free or Reduced-priced lunches are encouraged complete the online Free and Reduced Lunch application available on the District's website. An application for Free or Reduced-priced meal benefits may be submitted at any time during the school year and our families are encouraged to do so if they find their personal income situation changes.

For information on the program, families should contact the Food Service Director office at (360-538-8278). To address and cooperatively determine a meal fee repayment schedule, families should contact the Food Service Director (360-538-8278) office.

Communication

The District will communicate with its students' parent(s)/guardian(s) in the following manner:

- When a student's food service account balance falls below \$5.00, lunchroom staff at the secondary level (middle school and high school) may give discrete verbal reminders to students that their meal account needs to be replenished. Elementary students will not be given reminders;
- If a student account becomes negative, Food Service Cashiers will notify the Food Service Director, who will contact Parents/Guardians.
- Negative unpaid balances exceeding \$25 will be considered delinquent debt and will be turned over to the Superintendent or designee for collection.

Full Lunch; Food Purchases; Insufficient Funds

To ensure the health and welfare of our students, no student will be denied a Full Lunch. What is considered a Full School Meal differs at the different grade levels. The below outlines what constitutes a Full School Meal at each level.

Elementary -

- an entrée (whole grain & meat/meat alternative)
- fruit or vegetable
- milk

An elementary school student who does not receive Free or Reduced-priced meals but is lacking sufficient funds to purchase food items will not have the option of purchasing less than a Full School Meal (e.g., such a student may not opt to have only fruit).

Middle School -

- an entrée (whole grain & meat/meat alternative)
- fruit or vegetable

- milk

A middle school student who does not receive Free or Reduced-priced meals but is lacking sufficient funds to purchase food items will not have the option of purchasing food a la carte. Further, such a student will not have the option of purchasing less than a Full School Meal (e.g. such a student may not opt only for fruit).

High School -

- an entrée

All food items at the high school are a la carte. A high school student who does not receive Free or Reduced-priced meals but is lacking sufficient funds to purchase food items must purchase an entrée. If desired, such a student may also purchase a fruit/vegetable and a small water or milk. Such a student may not purchase a la carte items in excess of these items.

The families of students who have received food items despite negative food service account balances will still be responsible to repay the charged meals. The District reserves the right to collect unpaid lunch fees pursuant to Board Policy 6021. Families will have the option of paying in full or through a payment plan as determined in cooperation with the District Business Office.

Families who believe they may qualify for Free or Reduced-priced lunches are encouraged to obtain more information on the District's website. If further information, please contact the Food Service Directors office (360-538-8278).

Employees

District employees may use a charge account for meals, but may charge no more than -\$5.00 to their account. When an account reaches this limit, the employee will not be allowed to charge additional meals or a la carte items until the negative account balance is paid.