

Meal Charge Policy

I. Purpose

The goal of the Marmaduke School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Service Department. The purpose of this policy is to ensure 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 policy is to establish uniform meal account procedures throughout the Marmaduke School District. The provisions of this policy pertain to regular priced school breakfast and 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 Marmaduke School District provides this policy as a courtesy to those students in the event they forget or lose their lunch money.

II. Policy

Full Pay Students – Elementary and High School Students will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of \$15.00 per student. This includes a la carte purchases. Once a student has charged the maximum amount of \$15.00, the student will receive a reimbursable meal at no cost to the student. The Child Nutrition Director will contact the parent to resolve the negative balance.

Reduced Meal Benefit – Reduced status students will be allowed to receive a breakfast at the required state rate. A student will be allowed to charge a maximum of \$15.00 per student. This includes a la carte purchases. Once a student has charged the maximum amount of \$15.00, the student will receive a reimbursable meal at no cost to the student. The Child Nutrition Director will contact the parent to resolve the negative balance.

III. Free Meal Benefit – Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid.

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.ezschooldpay.com or by speaking with the Child Nutrition Director.

Students/Parents/Guardians may pay for meals in advance via www.ezschooldpay.com. When paying online, the credit card companies charge a fee to process the transaction. The school district must recover the costs by charging a convenience fee. The fee is \$3.00 per transaction. Cash payments and checks made payable to Marmaduke School Food Service are accepted at the point of sale/cash register, school office or food service office. Further details are available on our webpage at www.mhs.nesc.k12.ar.us. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Parents/Guardians are responsible for meal payment to the food service program. Refunds for withdrawn and graduating students; a written request for a refund of any money remaining in their account must be submitted. An email 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. Households approved for reduced price meal benefits must receive a refund. Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Marmaduke School District Food Service Program.

If a student is without meal money 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.