

## Auxiliary Services

### 700 Series

#### **Policy Title: Meal Charges**

**Code No. : 704.R2**

#### **MEAL CHARGES**

In accordance with state and federal law, the Carroll Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

#### **Payment of Meals (based on eligibility Paid, Reduced, Free):**

**Full Paid Meal Accounts** – when the balance reaches -\$20.00 a student may no longer charge ala carte or extra entrees. If a student presents their tray with an extra entrée on it and their account is at -\$20.00 or more they will be allowed to keep that extra entrée one time and the parents will be notified. If no money is deposited into their account and they order an extra entrée again, the second entrée will be removed from their tray. If the student tries to purchase ala carte and their account is -\$20.00 or more they will have to return the items back to the ala carte rack. If this happens the parent will receive a phone call that afternoon.

When a full paid meal account reaches -\$40.00 (3 weeks of charged meals) a student may no longer eat breakfast, however, 5 additional lunch meals may be charged to this account. When an account reaches -\$55.00, your student will not be allowed to eat lunch at school and you will need to send a sack lunch. If you are in a situation where you need financial assistance please contact the foodservice department.

**Reduced Priced Meal Accounts** – when the balance reaches -\$20.00 (6 weeks of charging both breakfast and lunch at the reduced rate of 30 cents and 40 cents) this student may no longer charge ala carte or extra entrees. If a student presents their tray with an extra entrée on it and their account is at -\$20.00 or more they will be allowed to keep that extra entrée one time and the parents will be notified. If no money is deposited into their account and they order an extra entrée again, the second entrée will be removed from their tray. If the student tries to purchase ala carte and their account is -\$20.00 or more they will have to return the items back to the ala carte rack. If this happens the parent will receive a phone call that afternoon.

**Free Status Meal Accounts** – if a student has a ZERO balance in their meal account and qualifies for free breakfast and free lunch they are not allowed to charge ala carte or extra entrees. If a student presents their tray with an extra entrée on it and their account has a ZERO balance they will be allowed to keep that extra entrée one time and the parents will be notified. If no money is deposited into their account and they order an extra entrée again, the second entrée will be removed from their tray. If the student tries to purchase ala carte and their account has a ZERO balance or more they will have to return the items back to the ala carte rack. If this happens the parent will receive a phone call that afternoon.

Students who qualify for free or reduced price meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received (cash in hand).

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

### **Date of Adoption/Revision**

July 2017

February 2020