

# Globe Unified School District #1 Unpaid Meal Policy

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of standard practice are:

To treat all students with dignity in the serving line regarding meal accounts

To support positive situations with the district staff, district business policies, students and parent/guardian to the maximum extent possible

To establish policies that are age appropriate

To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student

To establish a consistent district policy regarding charges and collection of charges

## Scope of Responsibility

The Food service department is responsible to maintain charge records and notify the student's parent/guardian in reference to \$0 or negative balances

The parent/guardian is responsible for immediate payment. Families are encouraged to apply for free and reduced price meal benefits. Families are encouraged to make deposits on their child's account to cover about 2 weeks of meals. Families can make payments in the school office, school lunch line, or online at [www.mymealtime.com](http://www.mymealtime.com). You will need to set up an account with your student's name and student ID#.

The Unpaid Meal Policy will be given out at the beginning of the school year to each student and to any new transfer students throughout the year. The policy will use be listed on the school website, [www.globeschools.com](http://www.globeschools.com).

## Elementary School

- 1) When a student's account balance is nearing a low balance of \$10 or less, the cashier will verbally notify the student at the POS that his/her account balance is approaching \$0 balance by simply stating that the balance is "getting low". This will be done in an empathetic way as to not embarrass a child but to act a simple and non-aggressive way to avoid the child being in an unpaid status.
- 2) The Foodservice Supervisor will notify the parent, not the child, by phone, email, text, or by mail once the balance is \$0 and/or a negative balance is occurring.
- 3) If a student's account goes negative, the student will be allowed to charge up to 3 meals before an "**Alternative Meal**" is given.
- 4) After a student charges 3 meals, they will be given an "**Alternative Meal**" consisting of something like a cheese sandwich or other sandwich, vegetable, fruit, and milk or some other meal combination that meets the minimum requirements of the Child Nutrition Program. The student will be charged for the "**Alternative Meal**" at the price of their eligibility.
- 5) A student can make purchases with cash while their account has an unpaid meal balance.
- 6) Students with a negative balance **will not** be allowed to charge purchases for Ala Carte, second entrees, etc.
- 7) Every week, low balance & negative balance statements will be sent via email, home with the student, or by mail.

## Middle School

- 1) When a student's account balance is nearing a low balance of \$10 or less, the cashier will verbally notify the student at the POS that his/her account balance is approaching \$0 balance by simply stating that the balance is "getting low". This will be done in an empathetic way as to not embarrass a child but to act a simple and non-aggressive way to avoid the child being in an unpaid status
- 2) The Foodservice Supervisor will notify the parent, not the child, by phone, email, text, or by mail once the balance is \$0 and/or a negative balance is occurring
- 3) If a student's account goes negative, the student will be allowed to charge up to 3 meals before an "**Alternative Meal**" is given.
- 4) After the student charges 3 meals, they will be given an "**Alternative Meal**" consisting of something like a cheese sandwich or other sandwich, vegetable, fruit, and milk or some other meal combination that meets minimum requirements of the Child Nutrition Program. The student will be charged for the "**Alternative Meal**" at the price of their eligibility.

- 5) A student can make purchases with cash while their account has an unpaid meal balance.
- 6) Students with a negative balance **will not** be allowed to charge purchases for Ala Carte, second entrees, etc.
- 7) A graduating 8<sup>th</sup> grader meal account must be paid in full prior to the end of the school year
- 8) Every week, low balance & negative balance statements will be sent via email, home with the student, or by mail.

## **High School**

- 1) When a student's account balance is nearing a low balance of \$10 or less, the cashier will verbally notify the student at the POS that his/her account is approaching a \$0 balance by simply stating that the balance is "getting low". This will be done in an empathetic way as to not embarrass a child, but to act a simple and non-aggressive way to avoid the child being in an unpaid status.
- 2) The Foodservice Supervisor will notify the parent, not the child, by phone, email, text, or by mail once the balance is \$0 and/or a negative balance is occurring.
- 3) Student's **will not** be allowed to charge meals if their balance will go negative
- 4) If a negative balance occurs and is not cleared up and the student does not have funds to cover the day's meal, no meal will be authorized or no "**Alternative Meal**" will be provided.
- 5) A student may make purchases with cash while their account balance has an unpaid meal balance
- 6) Students with a negative balance **will not** be allowed to charge purchases for Ala Carte, second meals, etc.
- 7) If the graduating Senior has a sibling in a lower grade, their positive balance will be transferred to that sibling. If the graduating Senior does not have a sibling and has a positive balance, the school will refund their money. If the account balance is lower than \$3, no reimbursement will be made. Negative meal account balances must be paid prior to the end of the school year
- 8) Every week, low balance & negative balance account statements will be sent via email, home with the student, or by mail

## **Meal Account Balances**

All balances **must** be brought current at least 2 weeks prior to the end of the school year. Charges on meal accounts will not be allowed the last 2 weeks of the school year.

## **Pre-K and Kindergarten students**

When new Pre-K and Kindergarten students enroll in the District, if they have a sibling attending school in the District, they will receive the same benefit eligibility as their sibling for the first 30 days of the school year (carryover ends). If the student does not have a sibling, the student will be on Paid eligibility till an application is submitted and approved. The parent is responsible for all charges on the student's account till the application is processed.

## **New Student Transfers**

When a student transfers into the district, they will be given a packet with from the Food Nutrition Department with an application, Unpaid Meal Policy, Carryover procedure letter, online payment procedures from MyMealTime, and menu pricing. The student will be on Paid eligibility till an application is submitted and processed. The parent is responsible for all charges on the student's account till the application is processed. If a parent can bring documentation from their prior school stating their eligibility status, the District can use that eligibility status for 10 days to give the parent time to get an application submitted and processed.

## **Student Withdrawal from the District**

When a student withdraws from the District, they **must** be given a form to bring to the cafeteria Lead to sign off. If a student has a positive balance and over \$3, a check will be sent to a forwarding address. If the student has a negative balance, the form will not be signed by the Lead till the balance is brought current (\$0).

## **Graduating Students**

When a student graduates from the District, their meal account balance **must be** "0". As part of their check out, a student's balance will be transferred to a younger sibling or if the graduating student does not have a younger sibling, the student will be given a refund if over \$3.

**If household income or amount of people in the household has changed, we encourage you to fill out a Free and Reduced Lunch Application.**