

Adopted June 2017

Revised 5/13/2026

Meal Charge Policy

1. The goal of our food service program is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Service Department. The intent of this policy is to establish uniform meal account procedures because we understand that students may periodically forget or lose lunch money. We encourage parent/guardian responsibility of meal payments and promote self- responsibility of the student while treating all students with dignity.
2. Payment for a reimbursable meal is due as the student is served. If payment is not received once a reimbursable meal is served, then payment issues will be resolved through the school directly with students and their parent/ guardian (s).
3. Full price students will pay for meals at the published standard rate each day. Students may accrue a negative balance of \$100.00. Once a student has a negative balance of \$100.00, no a la carte or seconds will be sold to the student.
4. Reduced status students will be allowed to receive lunch for \$0.40 each day. Students may accrue a negative balance of \$50.00. Once a student has a negative balance of \$50.00, no a la carte or seconds will be sold to the student.
5. Free status students will be allowed to receive one free lunch each day. A la carte purchases must be prepaid. Students may accrue a negative balance of \$50.00. Once a student has a negative balance of \$50.00, no a la carte or seconds will be sold to the student.
6. Parents/ Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/ guardians. Payment for meals can be made in advance. Funds should be maintained in accounts to minimize the possibility that a student 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.

7. The school uses FACTS computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student.
8. Refunds for withdrawn and graduating students are asked to send a written or email request for a refund of any money remaining in their account.
9. Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the School's Food Service Program.
10. Balances owed will be pursued privately with families. A variety of strategies for collecting debts will be used, including sending requests to parents for repayment via phone, email and letters.
11. 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 is suspected, parents and families will be highly encouraged and assisted to apply for free or reduced priced meals for their child.
12. Families may apply (or reapply) for free or reduced-price meals at any time during the school year.