



Book	Policies and Regulations
Section	5000 Support Services
Title	Food Service Program
Number	5550
Status	Active
Adopted	August 17, 2017

Meal Charges

Purpose

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:

- Elementary students will be allowed to charge a maximum of twenty-five (\$25.00) dollars.
 - a. These meals will include only the menu items of the reimbursable meal.
 - b. After the balance exceeds twenty-five (\$25.00) dollars, the student may be given a designated menu alternate.
- Middle School and High School students will be allowed to charge a maximum of twenty-five (\$25.00) dollars. After this maximum has been met, no additional charges will be accepted.

2. No charges will be allowed for ala carte foods and beverages.

3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the Food Service Department or designee.

4. On May 15 annually all charging will be cut off.

- Parents/guardians will be sent a written request for "payment in full."
- All charges not paid before the end of the school year will be carried forward into the next school year.
- Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.

5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

6. The Food Service Department will notify all parents on or before the first day of school of the requirements of this policy. This policy will also be published on the District's website.