

### **STUDENT MEAL CHARGES**

The Board desires to allow children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the District's food service account. This policy sets forth how the District will handle situations where children do not have money in their account or in hand to cover the cost of their meal at the time of service.

It is the parent(s)/guardian(s)/custodian(s) responsibility to see that the student(s) have money in their account to charge meals, have money for that day's meal, or have a lunch brought from home. The District has a point of sale ("POS") system available at each building that works as a "debit" account. This means students can put money in their accounts in advance of purchasing food.

Students may charge any combination of meals up to a negative balance of \$10.00. A charge is expected to be paid on the following school day. Only full meals may be charged. There is no charging permitted for à la carte items, with the exception of milk. When a negative balance of \$10.00 is reached, the parents/guardians/custodians of the student will be contacted by the District and no further charges will be permitted. Students with delinquent accounts in grade K-5 will be provided with an alternate meal and milk or may opt to bring a lunch from home until all charges are paid. The student's account will be charged for the alternate meal that is provided. Students with delinquent accounts in grade 6-12 will be required to bring a lunch from home until all charges are paid. No lunch will be provided. If there is a financial hardship, the parent/guardian/custodian will be encouraged to contact the Food Service Director, where an application can be made for free or reduced lunch.

If students with delinquent accounts have cash, they will be permitted to purchase a regular breakfast and/or lunch for that day. When the cafeteria account is paid in full, the charge option, although discouraged, will be restored.

In response to unpaid charges, the District will take the following actions, regardless of student grade level, until all delinquent funds are paid: telephone call home, letter sent home, and a parent meeting with the school principal or designee. If a negative balance remains for four (4) weeks or more, the Board reserves the right to take legal action to collect the debt.

Students in grades K-5 who still have negative account balances at the beginning of the next school year, will receive an alternative meal or will be required to bring a lunch from home until all charges are paid. Students in grades 6-12 who still have negative account balances at the beginning of the next school year will not receive an alternative meal.

A student can only use money in his/her account for cafeteria purchases and may never "withdraw" cash from his/her account. At the end of each school year, students should use up any money left in the account. Refunds will not be issued for any balances remaining in the account. If a student leaves the District (*e.g.*, moves to another school district or graduates), balances in excess of \$10.00 will be refunded if all other financial obligations to the District are met (*e.g.*, student fees, fundraiser monies, books returned) if requested in writing to the Treasurer's office at 1307 Dennis Way, Toronto, Ohio, 43964. A check will be issued only upon confirmation of the balance by the cashier or cafeteria manager and verification from the building principal and secretary that all other obligations have been met.

This policy will be provided in writing to all student residences at the start of each school year and to the residences of students transferring into the District during the school year. A copy of this policy shall also be provided to all District staff responsible for its enforcement.

LEGAL REFS: *Unpaid Meal Charges: Local Meal Charge Policies*, United States Department of Agriculture, SP 46-2017.

Adopted: September 14, 2017