

Meal Program & Charge Policy

The purpose of this policy is for parents to receive information:

- About school meals
- The prices for the meals;
- How to apply for free/reduced meals
- What students will receive if their meals are delinquent; and
- The policy for unpaid account
- How parents/guardians are notified about money owed
- The schools procedures for providing meals if students have unpaid debt
- Notice to both parents and school employees that students will never be confronted or embarrassed about money owed for school meals.
- Background

Food and Nutrition department receive full reimbursement for free meals and partial reimbursements for meals served to students who do not qualify for free meals. Parents must make payments to the student's account to make up the difference between the federal reimbursements and the cost of the meal. This policy applies only to school meal payments, not a la carte sales.

Definitions:

1. "A la carte sales" at the elementary school refers in general to extra milk a student can purchase for \$.50 each
2. "Alternate meal" means a meal served to students different from the meals served to other students because the student does not have adequate funds in their meal account. The alternate meal will consist of a peanut butter/honey sandwich and milk. This allows the student to have something to eat while limiting the cost to school lunch program. In this case, an alternate meal does not meet the USDA requirements and may not be claimed for reimbursement. The cost to produce this meal is not an allowable cost to the food program and must be paid for from non-federal funds.
3. "Automated meal payment system" means a web based system which allows parents to deposit funds in student's meal accounts. The automated meal payment system used in the District is "My School Fees."
4. "Free meal" means a meal served to a student whose parents have filled out a free & reduced meal application and have qualified, based on federal standards, for free meals. The free meal receives the highest federal rate of reimbursement. The meal is served at no cost to the student.
5. "Meal charging" means allowing students who do not have funds in their account to receive a reimbursable meal, with parents paying for these meals at a later time. Schools are not required to provide meals to students who do not have the funds to pay for the meal.
6. "Over identification" means allowing only those with a need to know the free, reduced price or paid status of a student. Such information, by regulation, only those who need to know (those who process school meal payments) may know the status of a student.
7. "Parent" means a student's parent, legal guardian, or custodian.

8. "Paid meal" means a meal served to a student whose parents have not qualified for reduced price or free meals. This meal receives the lowest amount of federal reimbursement. The parent must pay the lunch price established by the local school Board.
9. "Reduced-price meals" means a meal served to a student whose parents have qualified for reduced meals. The federal rate of reimbursement is less than a free meal, but more than a paid meal. The parent must pay .40/lunch and .30breakfast.
10. "Reimbursable Meal" means a meal which meets the USDA requirements and may be claimed for payment from the USDA

Parents may make payments to the school by mail or hand delivery. Parents should clearly note the account to which funds should be credited (students name or I.D. number). We accept checks, money orders, and cash. It is best to not send money with younger students as it gets lost. You can pay that the District office, cafeteria, or at the HMK Child Nutrition Office located between the two Secretaries Offices.

Please note we will no longer "remind" students to tell their parents to send money to the school. It is the parent's responsibility to pay the student's account. Asking students to remind parents is inappropriate

Charging

1. Parents will be notified by Parent link on Tuesdays and Fridays from 5:30- 9:00 p.m. when student have a negative or \$0.00 amount in their account. Parents will need to update contact information with the Secretaries as they make changes.

HMK Only:

2. Kitchen managers will call Wednesday and Thursday to alert parents that the student or students owe \$6.00 or more in their account.
3. Students and parents will be encouraged to not charge more than \$6.00. Students will eat a regular meal for 2 more times at this point. After that point if parents do not respond students k-3 will be given a peanut butter/honey sandwich and milk in the cafeteria and students 4-6 will be sent to the office to call parents and will also be given a peanut butter sandwich and milk and return to the cafeteria to dine. There will still be a charge for the alternate meal.
4. We will work with parents for 2 weeks to collect funds. At which time we will encourage parents to send their child with a sack lunch or fill out a new free and reduced meal application to see if they qualify.

GCMS & GCHS Only:

Students at Middle School and High School will be allowed to charge 2 meals and no more than -\$6.00. Students will not be allowed to charge more than that amount. Again please prepay into your students account before school starts.