

MEAL CHARGING

The purpose of having a meal charging policy is to establish consistent clear meal account procedures throughout the district. There is a fine line between considering the fiscal integrity of the district and the solvency of the food service program while also meeting the nutritional needs of students.

Goals:

- A. To ensure that students have a healthy meal and that no child goes hungry.
- B. To treat all students with dignity and confidentiality in the serving line.
- C. To foster clear positive communication among staff, administrators, teachers, students and parent/guardian.
- D. To establish fair practices that can be used consistently throughout the district regarding meal charges and the collection of charges.
- E. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of their child/student.

SCOPE OF RESPONSIBILITY:

The Nutrition Department:

- A. Responsible for maintaining meal account records.
- B. Responsible for notifying the student's parent/guardian with phone calls or written documentation after credit limit has been reached. Responsible for working with households toward a reasonable resolution.

The Parent/Guardian:

- A. Responsible for immediate payment.

MEAL ACCOUNTS:

The District strongly discourages meal charges, but understand that it occasionally happens. Meal charges are a temporary solution and are not intended to address broader issues of a parent/guardian's inability to pay for a meal for his/her child. In those instances, an application for Free or Reduced Meal Benefits should be completed. Free and Reduced Meal Applications are available in the cafeteria, the school office, and on the district website.

Parents/guardians are encouraged to make meal payments in advance. Personal checks and cash deposits are accepted at the student's home school. For convenience, deposits may also be made by credit/debit card after setting up an account for the student on Mosaic (MySchoolBucks), the district's online payment system. All students may have a personal account regardless of paying status (free, reduced or full pay).

Similar to a bank account, each student has a school ID number which stays with them for their duration in the Madison School District. When using the Mosaic (MySchoolBucks) system, parents/guardians can access cafeteria purchases and account balances at any time. Lunchroom cashiers will verbally notify students at the register when their meal account balance is low, specifically when it reaches the value of two equivalent lunches or less.

MEAL CHARGING POLICY:

Although not required by law through the National School Lunch Act or the Healthy Hunger Free Kids Act, limited meal charging will be allowed, as a courtesy to families, under the following conditions:

- A. Students may charge any combination of meals (breakfast and lunch) up to a total of \$12.50.
- B. No charges may be made in the ala carte line.

Middle and High School

Only reimbursable meals may be charged.

- A. Students may charge any combination of meals (breakfast and lunch) up to \$12.50.
- B. Students will be notified verbally at the register when their balance is low, specifically the dollar value of two lunches or lower and/or when they are in arrears.
- C. When a student charges a meal, their meal balance becomes a negative balance.
- D. Repayment is expected for all charged meals and meal supplements.
- E. Once a student has reached the charge limit, students will be provided with a meal supplement (a protein, a fruit or vegetable and milk for lunch and graham cracker packet, a fruit or vegetable and milk for breakfast).
- F. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Food Service Department.
- G. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Nutrition Service Department or grades, report cards, diplomas and other privileges may be withheld.