



GENERAL MCLANE SCHOOL DISTRICT UNPAID MEAL POLICY
JANUARY 2017

Meal Charge Policy

I. Purpose

The General McLane School District Board of Directors has adopted Food Services Policy 808 which reflects the Board's desire to provide students with healthy, reasonably priced meals in accordance with the Healthy Hunger-Free Kids Act of 2010 and the National School Breakfast and Lunch Programs. The Food Services Policy also reflects the Board's general expectation that students, staff and visitors ("patrons") will either establish a prepaid account or use cash to pay for meals. However, the Board realizes that students may need to purchase meals on account in certain limited circumstances. Therefore, the Food Services Policy includes provisions which allow the Food Services Department to set dollar limits for student accounts and time limits for payment.

Unpaid meal accounts are a financial burden on the District and the GM Food Service Department. In order to reduce the amount of unpaid accounts and relieve the financial burden the following policy will be implemented. This policy is in accordance with all USDA requirements in regards to federal accounting, reporting, and oversight with regards to the collection of outstanding student balances.

The intent of this policy is to enact uniform accounting and collection procedures throughout General McLane School District. Although the USDA does not require a school district to provide a meal to a student who is full-pay status and does not have funds on his/her account, General McLane School District has adopted this policy in the event a student forgets to bring his/her lunch or money from home.

II. Policy

Full Pay Elementary and Middle School Students

Students will pay for meals at the district's published standard rate each day. This can be done through electronic payments to **schoolcafe.com** or with cash/check in hand at the cash register. A student will be allowed to charge a maximum of \$8.00. After the \$8.00 limit is reached, a student will not be permitted to charge breakfast, a la carte items, extras, or snacks. The student will be offered an alternate meal choice which will consist of a sandwich (PB&J or Cheese), a fresh fruit, vegetable sticks, and a white milk. The alternate meal will meet the federal definition of a "meal" and the charge for it will be the standard meal price. This alternate meal charge will be added to the student's delinquent or "0" balance account.

Full Pay High School Students

High School students MUST pre-pay by making electronic payments to **schoolcafe.com** or with cash/check in hand at the cash register for ALL meals and a la carte items. When a student's account reaches zero, he/she will no longer be permitted to get breakfast, a la carte, or snack items. An alternate meal choice will be offered and will consist of a sandwich (PB&J or cheese), a piece of fresh fruit, vegetable sticks, and white milk. The charge for this alternate meal will be the standard meal price and will be added to the student's account balance.

Free Meals

Students who have been approved for free meals will be permitted to receive a breakfast and lunch at no charge. Please note that a breakfast or a lunch refers to a meal published on the District's monthly menus. A la carte, snacks, and extras must be paid for at the time of purchase. No charging will be permitted.

Reduced Price Meals

Students who have been approved for reduced price meals will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. Funds can be added to a student's account through electronic payments to **schoolcafe.com** or cash/check in hand at the cash register.

A student will be allowed to charge a maximum of \$4.00 to his/her account after the balance reaches zero. Once a student's account reaches the \$4.00 limit, he/she will not be allowed to charge breakfast, a la carte items, snacks, or extras. However, he/she will be offered an alternate meal choice. This alternate meal will consist of a sandwich (PB&J or cheese), a piece of fresh fruit, vegetable sticks, and white milk. This designated menu alternate will be charged to the student's account at the published standard meal rate **not the reduced rate.**

III. Parent/Guardian Responsibilities

Parents and guardians are responsible for meal payments to the General McLane Food Service Program for their children. Notices will be sent home with your child or mailed to the address in our records. These notices will be sent using a 4-tier process.

Tier 1_ - A hand written note from the Food Service Manager will be sent home when your child's balance drops below zero or reaches the \$4.00

or \$8.00 charging limit to request funds be added to the account. If the account is not brought into good standing within 5 days Tier 2 is initiated.

Tier 2 - A letter will be mailed from Food Service Manager highlighting the above policies, stating the additional amount owed, and options for payment. If the account is not brought into good standing in 3 days, Tier 3 will be initiated.

Tier 3 - A letter will be mailed from the Business Manager as a final request for payment. At this time, your child's account will be suspended and he/she will be required to pack a lunch. If the account is not brought into good standing within 3 days Tier 4 will be initiated.

Tier 4 - You will be turned in to the District Magistrate for failure to pay a debt and legal proceedings will be initiated.

Checks Returned for Insufficient funds will incur an penalty charge of \$35.00

All school cafeterias have computerized point of sale (cash register) systems. These systems maintain records of all meals purchased, cash received, and account balances. These records are available through schoolcafe.com for your review or the Food Service Manager can provide this information to you if you do not have internet access.

Students/Parents/Guardians can pay for meals in advance on schoolcafe.com (there is a 1% service fee for using this method of payment), with checks made out to your child's school, or with cash given to a Food Service Program cashier. Funds should be maintained consistently to avoid having your child go without meal money on any given day. All funds carry over from year to year.

Refunds for withdrawn and graduating students will be given upon receipt of a **written request** from the parent or guardian. An email request is acceptable. Students who are graduating have the option of transferring remaining funds to a sibling's account.

Unclaimed Funds must be requested by the end of the current school year. Any funds not claimed by the end of the current school year become property of the General McLane Food Service Program.

Balances Owed will be collected in accordance with guidance set forth in this policy and subject to Board approved policies and procedures.

If a student is consistently without meal money, the district has the right to investigate and take allowable action to rectify the situation. If financial hardship exists, parents and guardians are strongly encouraged to complete a Free and

Reduced Meal Application. These applications are available at all district school offices, from the Food Service Manager, and electronically at www.compass.state.pa.us. The Food Service Manager is also available to discuss your situation and help identify sources of temporary assistance.

All the information in this packet along with other food service news can be found on our web page at www.generalmcclane.net.