

Meal Charge Policy

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. This policies goal is:

- To ensure that all students have a healthy meal and no child goes hungry
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parents/guardians.
- To establish fair practices that can be used throughout the school district.
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

Scope of responsibility:

The Food Service Department:

- Maintain meal account records.
- Provide written documentation of lunch activity when requested.
- Notifying the school district and the school of outstanding balances.
- Notifying students/parents/guardians of outstanding balances by phone, email, and/or mail.

The School District:

- Assist the Food Service Department with collection of outstanding balances by sending home balance sheets generated by the Food Service Department.

The Parent/Guardian:

- Maintain a positive balance in your child's lunch account.
- Monitor their child's lunch account balance online.
- Apply for the Free and Reduced Meal Program when applicable.
- Contact the Food Service Department and the school to resolve any issues with their child's lunch account.

Meal Accounts

We strongly discourage meal charges, but understand that an occasional emergency, shortage of funds, or forgetfulness may make it necessary. The Free and Reduced Meal Program is available for families experiencing financial difficulties. Visit your school office or contact the Foodservice Director at 618-377-2436 for an application. Applications are accepted at any time throughout the year.

Meals can be prepaid at any time. Prepayments are a convenience for families. Prepayments can be made by cash or check in the cafeteria. Prepayments may also be made through My School Bucks by going to myschoolbucks.com. This gives parents/guardians the capability of using their credit/debit card.

Student Charges

Students will be allowed to charge for meals, but if the lunch account has a negative balance an alternative meal may be provided instead of the regular reimbursable meal.

No charges will be allowed for a la carte foods and beverages. Students must have money in their account to buy snacks and extras.

Charge Limits

Charge limits may be established as necessary throughout the course of the school year.

Blocks on Accounts

A parent/guardian may contact the Food Service Department and ask to place a block on their child's account to prohibit the purchase of a la carte items or set dollar amount caps.

Adults Charges

Adults will be allowed to charge 5 meals, then payment must be made.

End of the Year

All meal charges must be paid off at the end of the school year. Any unpaid charges will be carried forward to the next school year and count toward the student's ability to charge. Money remaining in a student's account will be carried forward to the next school year.

The written meal charge policy will be placed on the Bethalto CUSD#8 website on the Food Service Department page.

Adopted 5.22.17