

SUPPORT SERVICES

Policy 5550

Food Service Program

Meal Charges

Purpose

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.

Administration

1. PK – 8 students will be allowed to charge a maximum of twenty-five (\$25.00) dollars for reimbursable meals.
2. PK – 8 students will be allowed to charge a maximum of ten (\$10.00) dollars for ala cart foods and beverages (extra milk and juice).
3. Parents/guardians with negative balances will be contacted electronically, by correspondence, by phone call by District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for "payment in full."
 - All charges not paid before the end of the school year may be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

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