

SCHOOL LUNCH CHARGING POLICY

The purpose of this policy is to address the need for schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy.

Because all students in participating schools may receive reimbursable school meals, all schools must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

All Grade Levels:

- **Pre-pay:** Families are required to pre-pay for meals. Payments can be made using our online payment system or by bringing money to the school. Parents are strongly encouraged to sign up for online payment system to view transactions and make payments that immediately show up in students' accounts.
- **Free or Reduced Meals:** Families may apply for these meal benefits any time throughout the school year.
- **Refunds:** If a student leaves the district, the food service director must be contacted to request a refund. If no request is made by the end of the school year, the remaining funds are considered a donation to aid in unpaid meal charges. All graduating seniors must pay unpaid charges and will receive full refund for remaining balance.
- **Transferring out of the Pierre School District:** If a student transfers out of the district, the family will be responsible for that negative balance and it should be paid prior to the student leaving the Pierre School District.
- **Balance Transfers:** Unless the Food Service Director is notified otherwise, balance transfers between household members can and will be done if one household member is negative and another holds a positive balance.
- **Insufficient Funds:** After two insufficient fund checks have been written from the same account, only cash or online payments will be accepted for future lunch deposits.

Elementary schools:

Elementary students will be allowed to charge the value of up to 5 full-price lunch meals to their account except for the last two weeks of school when no charging is allowed. After the student reaches a negative balance equivalent to 5 full-price lunch meals, the student will not be allowed to eat school lunch and will need to bring a lunch from home until the balance is paid. No alternate meal will be offered.

Low balance notes will be sent home with the students according to the following:

- Full-price: when the account is \$10 positive and will continue until the account is more than positive \$10
- Reduced-price: when account is \$2 positive and will continue until the account is more than positive \$2
- Free: when the account is below \$0 and will continue until the account is \$0 or above.
- Automated Email Reminders: If an email is on file, reminders will send for free accounts that are negative, reduced accounts that are \$5 or below and paid accounts that are \$10 or below.

Georgia Morse Middle School:

Georgia Morse Middle School students will be allowed to charge the value of up to 5 full-price lunch meals to their account except for the last two weeks of school when no charging is allowed. After the student reaches a negative balance equivalent to 5 full-price lunch meals, the student will not be allowed to eat school lunch and

will need to bring a lunch from home until the balance is paid. If a student has charged 5 meals they will be asked to call home during the lunch period. No alternate meal will be offered. During the time the student has a negative balance on their account, extras, doubles or Ala carte items may not be charged to the account, and only the main meal will be served until the balance is positive.

Low balance notes/verbal notification occurs based on the following:

- Full-price: account is \$10 positive and will continue until the account is more than positive \$10
- Reduced-price: account is \$3.50 positive and will continue until the account is more than positive \$3.50
- Free: account is below \$0 and will continue until the account is \$0 or above.
- Automated Email Reminders: If an email is on file, reminders will send for free accounts that are negative, reduced accounts that are \$5 or below and paid accounts that are \$10 or below.

Payments made at the school must be done outside of the lunch hour.

TF Riggs High School:

Riggs students will be allowed to charge the value of up to 5 full-price lunch meals to their account except for the last two weeks of school when no charging is allowed. After a student's account reaches a negative balance equivalent to 5 full-price lunch meals, the student will no longer be allowed to charge meals but may continue to purchase meals using cash. No alternate meal will be offered. During the time the student has a negative balance, no extras or Ala carte items may be charged, and only the main meal will be served until the account balance is positive.

Low balance verbal warnings will be given to students according to the following:

- Full-price: account is \$10 positive and will continue until the account is more than positive \$10
- Reduced-price: account is \$3.50 positive and will continue until the account is more than positive \$3.50
- Free: account is below \$0 and will continue until the account is \$0 or above.
- Automated Email Reminders: If an email is on file, reminders will send for free accounts that are negative, reduced accounts that are \$5 or below and paid accounts that are \$10 or below.

Board Approved: September 12, 2005

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