



# Lennox School District Meal Charge Policy

Date Issued: June 5, 2017

Effective Date: July 1, 2017

## I. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs 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.

This requirement is referred to a “policy,” but whether this is referred to as a “policy” or “standard practice” is at the discretion of the SFA. Regardless of terminology is used, the policy or standard practice must consist of a written document explaining how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service. The policy or standard practice must be implemented throughout the SFA.

## II. PURPOSE OF POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

### III. SCOPE OF RESPONSIBILITY:

- The food service department, Business Manager, Administrative Assistant Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment, to keep a positive balance.

### IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits. Families can apply or re-apply any time of the year.

2. Families are encouraged to pre-pay for meals and money is accepted in any school office daily for payments. Payments received by 9:00 am will be posted on your account the same day. Parents can also make an online payment. Written notification of prepayment options occurs at the beginning of each school year, is given to each new transfer student, is posted on the Food Service website, and is included in the student handbook. If you need assistance making online payments please call, Kristi Abbas 605-647-2203 ex 5011, food service bookkeeper.

3. Families will be notified of the school Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. The policy will be given out on registration day. This policy will also be posted on the Food Service Website.

4. Families will receive low balance phone calls or text, when they have \$15.00 in their account. When the account is at 0, the foodservice bookkeeper will call/email the parent. (It will be documented when calls and emails are sent)

At \$ 0 balance k-12 students will still be able to have a reimbursable meal. 7-12 grades however will not be able to charge any al a cart items, this includes a second entrée.

At -\$20.00 k-12 will be given an alternate meal. K-6 grade will have a turkey sub. Sandwich, fruit, veggie, milk. This will be in a sack lunch and given to the student before they go through the lunch line, to save the student any distress. 7-12 grades will also be given a choice to have an alternate meal. (Sandwich, milk, and choices out of salad bar). . If a student has money to purchase a reduced price or paid meal at the time of the meal service, the student will be provided a meal that is on the menu. SFAs may not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

**The alternate meals are equal to the reimbursable meal.**

5. Families may contact the food service bookkeeper to limit the amount of funds that a 7-12 grade student can use for a la cart purchases. This is done by having the food service bookkeeper remove the al a cart options off the students lunch account, (all the student would be allowed to charge is the reimbursable meal.) If the parent wants their student to buy al a cart options, they can send cash with the student to make al a cart purchases. (A "double" or second entrée is also an al a cart option)

Food service bookkeeper: [Kristi.Abbas@k12.sd.us](mailto:Kristi.Abbas@k12.sd.us) 605-647-2203 ex 5011

### **Pay It Forward Lunch Account**

This is a lunch account for Donations. The donations are used to help families pay for their students lunch account. Donations can be made at any time of the year. Yearend donations can be made by families who have a graduating senior and they have no more students in the family. They can choose to donate the balance to the Pay it Forward Lunch account, instead of being reimbursed. All donations are used for the reimbursable meal.... it is not used for al a cart items. It is not made public which families receives a donation, to protected their privacy. Thank you to everyone who has ever donated to the Pay it forward lunch account! This is a great way to help a family in our community! A \$3.00 donation will buy one meal for a student.

**Robbin Symens**  
**Food Service Director**  
[Robbin.Symens@k12.sd.us](mailto:Robbin.Symens@k12.sd.us)  
605-647-2203 ex. 5010

**Kristi Abbas**  
**Food Service Bookkeeper**  
[Kristi.Abbas@k12.sd.us](mailto:Kristi.Abbas@k12.sd.us)  
605-647-2203 ex 5011

