

**SCHOOL WELLNESS PROCEDURE 2 – CHARGING MEALS**

1. Students may charge up to three meals at the reduced or paid price at that facility on their food service accounts if the students account is not sufficient to pay for their own meal until the parent of guardian can bring the account back to a positive balance.
2. Phone calls to the parents via the Blackboard automated voice attendant will go out to parents when students have any negative balance on their account reminding them to replenish their students balance.
3. Parents may pay for their student’s meals with either cash or check to the school or by going on-line to Mealtime and increasing their account balance electronically. There will be a small service fee the parents will be charged to use this electronic method.
4. If the kitchen manager is unsuccessful in receiving payment, the building administration will help with contacting parents to collect lunch money.
5. The Food Service Manager, or designee, will contact parents to inform them of the student’s overdrawn account. If the students balance reaches a \$20.00 or greater overdraft status, the student will be given a reimbursable meal of the District’s choice so as not to let the student go hungry. The meal of choice will comply with any medical restrictions the child may have.
6. Any costs for meals consumed or charged by the student prior to completion of the Free and Reduced application will remain the responsibility of the parent/guardian.
7. Students may assist in the kitchen at breakfast or lunch in exchange for the meal being served at that time. No students in the kitchen may work off prior debts incurred by the student.
8. Students in a disciplinary status and confined to a room during the meal period and unable to go through the line, will receive a reimbursable meal of the District’s choice.
9. Students with a negative balance will not be allowed to purchase extra milk, extra portions, or ala carte items until the balance of their account is made positive.
10. Adults and staff may not charge meals.



**ADOPTED:** April 17, 2018  
**Reviewed:** April 19, 2022