

ROLLING HILLS LOCAL SCHOOL DISTRICT

FOOD SERVICE LUNCHROOM CHARGE POLICY

PURPOSE/GOALS:

The purpose of the policy is to establish consistent meal account procedures throughout the district. The cafeteria/lunchroom is a self-funded, self-contained program. Repeated charges drastically effect the ability to provide supplies and commodities necessary to meet the nutritional needs of students. The goals of this policy are as follows:

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

SCOPE OF RESPONSIBILITY:

The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances.

The School District: Responsible for notifying the student's parent/guardian with written documentation as necessary

The Parent/Guardian: Immediate payment

PAYMENT METHODS:

School breakfast and lunch accounts can be funded through multiple methods:

- A. Cash or Check
- B. Payforit. Simply log on to www.payforit.net and select the "Sign Up" option from the menu. The screens will guide you through the process to establish your account.
- C. Complete a National School Lunch Program meal application to determine eligibility for benefits.
- D. A "No Cash Back" procedure will be followed when students pay for their breakfast or lunch while in the serving line. All monies paid will be deposited into the student's account.

It is strongly encouraged that parents/guardians make meal payments in advance.

Remember that your child may select an extra entrée or ala carte items, which will reduce the amount of money left in your student's account. If you wish to prohibit your child from charging extra items please notify the Food Service Director and a request in writing will be kept on file and listed in the cashier's computer as "No Charging".

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Meal charges are strongly discouraged, however occasionally an emergency makes it necessary. The following procedures will apply regarding charges.

STUDENT MEAL CHARGES: ALL GRADE LEVELS

- A. Students that are in the serving line to receive a meal and cannot pay for the meal will be provided with the regular menu meal from the cafeteria. Students with a negative balance will be referred to the Building Principal.
- B. Ala Carte items may not be charged at any time. This includes snacks, drinks, additional entrees, etc.
- C. The parent/guardian will be notified and asked for prompt payment when meals are charged.
- D. A copy of the Food Service Lunchroom Charge Policy will be provided to all parent/guardians at the beginning of the year and again after the first payment notification.
- E. When a negative balance reaches \$30.00 the parent/guardian will be asked for payment. If payment is not received, the parent/guardian may be asked to provide a sack lunch for the student. If no payment or sack lunch is provided, the student will be provided a regular menu meal from the cafeteria. Charges will continue to accumulate and the parent/guardian will be considered in neglect. The information may be forwarded to the appropriate authority.
- F. Charges not paid by the end of the school year will follow the child from one year to the next and can progressively accumulate until paid.
- G. Seniors must pay all charges before graduation.

STAFF- ALL STAFF ARE ENCOURAGED TO PAY IN ADVANCE

LUNCH APPLICATIONS: ALL GRADE LEVELS

If you are unable to pay for school meals due to your economic situation please contact the Food Service Director. Assistance may be available and eligible recipients will receive the regular school breakfast and lunch at a free or reduced cost. Applications will be sent home at the beginning of the school year with back to school information and are also available in each school office. Applications can be filled out at any time during the school year and any time there is a change in income or number of household members.

ALL GRADE LEVELS:

Refunds of a positive balance for students leaving the district or graduating may be issued by making a request to the Food Service Director. Funds may be transferred to a sibling in the district.

Please help keep meal costs down. Pay your student's charges promptly. Uncollected charges and the service costs associated with collecting those charges increases meal prices for all students.