I. General Procedure Statement

**Child Nutrition Charge Procedure**

The School Nutrition Program (SNP) of the Calhoun City Schools is a non-profit, self- supporting program. All proceeds are used to provide food, personnel, supplies, equipment, etc. to operate the program. Providing high quality, nutritious meals to all students in a pleasant environment is the primary mission of our School Nutrition Department.

The following regulations apply whenever students have financial needs.

II. Regulations

A. At the beginning of each school year, and whenever a child is in need, school and school nutrition personnel will make every reasonable effort to ensure that eligible households complete an application form for free or reduced priced meal benefits. Free and reduced price applications will be available at the Central Office and at each school. An on line version of the Free & Reduced Application may also be accessed using the internet at anytime throughout the year as available. When it is clear that a child needs free or reduced meals and the parent will not complete the application, the principal will work with the School Nutrition Department to process the form. Completion of a meal application and approval of free or reduced benefits does not eliminate previous charges.

B. Charges will be allowed at each Calhoun City Cafeteria that equal 5 student meals. Charge letters will be generated bi-weekly and sent to parents through homeroom procedures. After 5 student charges, all students with greater then 5 charges will receive an alternative meal consisting of a cheese sandwich, milk and fruit. Student’s accounts will continue to be charged for alternative meals.

C. The charging of a-la-carte items is not permitted.

D. At the elementary and middle school levels, teachers and other school personnel should be observant of any child not having lunch and contact the principal or cafeteria manager. They will work with the child and parent to ensure that the child is fed. If a problem occurs at the high school level, students/parents should see the principal, an assistant principal, or the cafeteria manager whenever there are continuing financial difficulties.

E. If parent/guardian does not respond to the notification letters the Principal or designee will call the parent/guardian of the student personally.

F. If charges remain unpaid, the School Nutrition Program will seek assistance /guidance from the School Social Worker, Principal or Guidance Counselor. The School Nutrition Department may also seek resolution through a collection agency as needed.

G. Various forms of payment are accepted by the Calhoun City Schools Nutrition Program. Checks or cash may be submitted to the school cafeteria, with student’s name and/or lunch number in a sealed envelope. Cafeteria payments may be submitted on line through the online payment system using bank account information and or debit/credit cards.

H. Student account balances may be checked and accessed from home at any time using the online payment system. There is no fee to check student account balances or to access purchase history.

I. Charges are expected to be cleared at the end of each school year. All charges will accrue and shall carry over into the proceeding school year. Alternative meals will be provided to students whose accounts have not been cleared from a previous school year.

**III. Adult Meal Charge Procedure**

No adult/staff charging of meals is permitted. Adult/staff charges are considered an unauthorized expense. USDA’s Agreement to Administer the Federally-funded Child Nutrition Program states, “Child Nutrition funds may not be used to support or supplement adult meals and or snacks.” All staff of Calhoun City Schools has access to an established account that money can be added to pay for school meals. Staff also has access to the online payment system to add money as needed to their accounts.

**Legal References: G.S. 115C-263; -264; National School Lunch Act**

This institution is an equal opportunity provider.