

# **ANSONIA LOCAL SCHOOLS**

## **UNPAID MEAL CHARGE POLICY**

While the food service department at Ansonia Local Schools strongly discourages lunch charges, we understand that an occasional emergency may occur. The following guidelines have been developed to help parents understand the policy and their financial obligations.

### **CHARGING**

1. Students who charge a meal will receive a meal, but will need to pay the charge the next day.
2. If a student owes charges they will not be able to purchase á la carte items.
3. If money is put in the student's account online the charges will automatically come out of their account.
4. No charging will be allowed the last two weeks of every school year to make certain that all debts are paid in full by the end of the year.

### **NOTIFYING THE HOUSEHOLD OF LOW OR NEGATIVE BALANCE**

1. The student's household will be notified when a student's cafeteria account falls below -\$10.00 by letters home via US Mail or home with the student and a phone call home.
2. Notifications to households will include the amount of unpaid meal charges, expected payment dates, and where to go for questions or assistance.
3. If a balance remains outstanding at the end of the year, the District will carry over the outstanding balances until paid either at graduation or if the student leaves the district.

### **ASSISTANCE TO HOUSEHOLDS**

Parents are encouraged to prepay for lunch and breakfast by sending in money or through **[www.payschoolscentral.com](http://www.payschoolscentral.com)**. Your child's purchases can be tracked on this site. This site can also be found on the school's website **[www.ansonia.k12.oh.us](http://www.ansonia.k12.oh.us)**. For additional convenience, parents can download the free mobile phone app.

If you are unable to pay for school meals due to your economic situation, please contact the Cafeteria Supervisor, Paula Moody. Assistance may be available and eligible recipients could receive the regular school breakfast and lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program. If you need help filling out the Free or Reduced Forms, please feel free to contact Paula Moody.

Households with questions may contact Ansonia Local School Cafeteria at: 937-337-5141, extension 2410.

**LET'S HAVE A GREAT SCHOOL YEAR!**