

Policy/Procedure administered through Authorized Representative, Supervisor of Food Services

Unpaid Meal Charges: Local Meal Charge Policies

This procedure is posted on the CCPS website in its entirety and an abbreviated version is sent to all households as part of the annual cafeteria news and notes outreach materials with direction to go to the website for more information. In all outreach households are encouraged to apply for meal benefits.

Each student can charge up to 2 days of breakfasts and lunches on the computerized cash register system, not to exceed \$10.00. Only meals can be charged, not a la carte. If a student has a meal charge, the student is locked out of buying a la carte items until the charge is paid back. If questioned by the student, cashiers may advise students to have their parents check their cafeteria account. When a parent deposits money on account (cash, check or online credit card payment), the charge is automatically paid back.

CCPS promotes an online service for parents to view their child's account activity and set low balance alerts via e-mail or text to alert to the parent when funds are low. This helps avoid meal charges. In the event that a student charges a meal a negative balance notification e-mail is sent to the parent/guardian e-mail address designated in the student database. This e-mail includes information on applying for meal benefits.

Charge assistance accounts funded by donations, if available, are then accessed when a student charges more than \$10. These are true charity accounts, and no repayment is required. If these accounts are exhausted then the complimentary meal is served as follows.

If the student has charged the maximum allowable and repayment is not made, then students have the opportunity to select a meal that includes a cold sandwich entrée and meets USDA minimum meal pattern requirements with the daily fruit, vegetable and milk options provided. The sandwich is available as an entrée choice to all students. If the complimentary meal is served for 5 days administration will be asked to intervene with a meal benefit application or other means (i.e. Administration, PPW or Guidance contacting families). Any negative balance follows the student over the summer and to any CCPS school the student attends.

All efforts will be made to treat this matter with compassion.