

Hoover City Schools Child Nutrition Meal Charge Policy

I. Purpose

The goal of the Hoover City Schools district is to provide student access to nutritious meals at no or low-cost each school day. However, unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of this policy is to establish procedures to address unpaid meal charges throughout the Hoover City Schools Child Nutrition Program. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. The Hoover City Schools Child Nutrition Program provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

II. Policy

- Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of negative \$10.00 in meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students. A la carte purchases must be paid/prepaid.
- Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable. A student will be allowed to charge a maximum of negative \$10.00 in meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students. A la carte purchases must be paid/prepaid.
- Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
- There is no debit floor allowance for adult meals. All adult Cafeteria purchases must be paid/prepaid.
- Students/Parents/Guardians may pay for meals in advance via www.myschoolbucks.com or with a check payable to Hoover City Schools CNP or cash. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- Refunds for withdrawn, and graduating students - a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.
- Cafeteria account balances are refunded by request up to a calendar year following withdrawal and/or graduation after which the balance is consensually donated to cover unpaid meal charges if not claimed.
- All student accounts with a negative balance at the end of the school year will be cleared with non-public funds.

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