

## **Marysville Exempted Village School District Meal Charge Policy/Procedures**

Although it is the primary responsibility of the parent/guardian to provide their child a lunch, whether it is brought from home or funds to purchase one, Marysville Exempted Village School District recognizes that on occasion students may forget, lose, and/or encounter a zero account balance on their meal account.

In order to establish consistent meal charge procedures, the Marysville Exempted Village School District will allow students to charge up to three (3) lunches (\$8.25 at the elementary level and \$9.00 at the intermediate/middle/high school levels). It is the expectation of Marysville Schools for parents/guardians to remit funds on the next school day to clear up any negative balances on the student's meal account, as unpaid meal charges place a financial strain on the self-sustaining Food Service Department.

The following outlines the procedures that will be followed:

- When a student has three (3) meals or less on their account, the cashier will verbally tell the student how many meals they have left.
- When the student's account has reached a negative balance, the cashier will verbally tell the student they have no more meals on their account. Additionally, parents/guardians will receive email alerts that the account is in the negative.
- When the account reaches two (2) meal charges, foodservice staff will contact the parent/guardians by phone to request payment and inform them that the student is near their three (3) charge limit.
- Once a student has reached their three (3) charge limit, the student will receive an alternate meal of a deli meat sandwich, fruit and milk.
- If still unable to collect and the student has received two (2) alternate meals, the Head Cook will contact the school office to make them aware of the situation. A letter will be sent home, and the school office will contact the parents/guardians by phone indicating that charge privileges have been suspended.

### **Additional Considerations:**

- No breakfast or a la carte charges are permitted.
- Meal charges will not be permitted after April 30th. When the student's account has reached a negative balance, parents/guardians will receive email notifications that the account is in the negative.
- No adult charging is permitted.

Families may apply for free/reduced meal benefits anytime during the school year. Applications are available online at: <http://www.marysville.k12.oh.us/FoodServices.aspx> and at all school offices and cafeterias.

Parents/guardians can track the balance of their students' account online at: [www.spsezpay.com/Marysville](http://www.spsezpay.com/Marysville). Parents/guardians are encouraged to take advantage of the options to prepay student meal accounts. Prepaid meal accounts help the lunch lines go faster and give the students more time to eat, relax, and play.

All charges not paid before the end of the school year will be carried forward into the next school year.

This institution is an equal opportunity provider.