



**Food Service Dept.**

# Memo

**To:** Chad Martin, Zach Dennis, Dr Milleman

**From:** Stuart Anstead

**Date:** 5-20-2024

**Re:** Meal Charging Policy 2024

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## Meal Charging Policy

The LCSC food services department uses the pre-pay system Skyward.

Funds should be added to the account for purchasing meals, snacks, and extra items. As we understand that on occasion funds are not added in time and leaves no credit on the account, students will be allowed to take a qualifying school meal only and charge their account into the negative temporarily. We will not allow students to charge a la carte items, snacks, or extras if the account is in the negative. Families will be required to pay back any charges owed. Charges not paid are subject to collections at the end of the school year.

Students entitled to Free or Reduced Cost meals are always provided a qualifying meal, but this **does not** include a la carte items, snacks, and extras. If the account is in the negative, they will not be able to purchase a la carte items, snacks, and extras.

It is the responsibility of the parent/guardian to ensure the student is supplied with meals for the school day. If the parent/guardian feels the family is eligible for free or reduced cost meals, they must apply through the school portal. If the application is made after the school year begins and the student is granted free or reduced status, the status is applied from the date of the application. If a direct certification approval occurs after the start of the school year, then we will apply that status to the beginning of that month for school meals only. In

both these cases, all previous charges are still the responsibility of the parent/guardian.

Decisions are made at the school corporation level if the application is made directly by the parent/guardian. They are not shared or connected to any other government agency