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FOOD SERVICE MEAL CHARGE GUIDELINES

The Westlake City School District is committed to working with our staff to minimize the impact of unpaid meal charges on participating students and on our bottom line. It's important that families with full-paid or reduced-paid meals status stay up to date with their child(ren) lunch accounts. It is important that meal charges and alternate meal policies are clearly communicated to families and students. Please refer to Westlake City School District website under Board Polices 8500 and 8531. Below are guidelines on how the district will handle non-payment of meals by Westlake City School students.

A. UNPAID STUDENT MEAL CHARGES

1. Federal requirements do not allow the Child Nutrition Program to let students charge meals. The district believes no student should go without eating, the cafeteria will allow the students to charge a reimbursable daily meal. There are limitations for charging school meals and is required by the student to pay back the advanced charged meal amount.
2. When a student has reached the charge limit they will be given an alternative meal until the negative balance is paid in full. An alternative meal will consist of a cheese sandwich and milk. Students with a negative meal account balance will not be permitted to purchase ala carte items.
 - a. Grade KG thru 6 – Students with full paid meal status may charge up to \$15.00, equivalent of 5 lunches. Reduced paid meal status may charge up to \$2.00, equivalent of 5 lunches.
 - b. Grade 7 thru 8 – Students with full paid meal status may charge up to \$10.50, equivalent of 3 lunches. Reduced paid meal status may charge up to \$1.20, equivalent of 3 lunches.
 - c. Grade 9 thru 12 – Students with full paid meal status may charge up to \$7.00/\$8.00, equivalent of 2 lunches. Reduced paid meal status may charge up to \$0.80, equivalent of 2 lunches.
 - i. Seniors - During the last three weeks of school the students will not be permitted to charge to a negative balance.
 - ii. Seniors – Unpaid meal balances will be added to any outstanding unpaid fees and will need to be paid prior to graduation.
3. Low balance and deficiency letters regarding meal balances are either'd emailed or mailed home monthly. Cashier's at each building informs the students when their meal account is at a low balance. At the end of each school year unpaid meal charges will be carried over to the next school year. This will continue until the unpaid meal charges are paid.

B. WHAT HAPPENS TO MEAL BALANCES AT THE END OF EACH SCHOOL YEAR?

1. If the student hasn't graduate from Westlake High School or moved out of the district, the meal account balance (positive and/or negative) will roll over to the next school year. This process will continue throughout the student school years at Westlake City School District.
2. If a student is graduating from Westlake High School with a positive account meal balance, the parent or guardian would need to contact, in writing or email, the Westlake City School Food Service Office requesting either:
 - a. A refund and their mailing address, please allow 30 business days to process the refund check (OR)
 - b. Request a transfer of funds into a sibling's meal account
3. If a student has moved out of the district with a positive account meal balance, the parent or guardian would need to contact, in writing or email, the Westlake City School Food Service Office requesting:
 - a. A refund and their mailing address, please allow 30 business days to process the refund check

C. CAN FUNDS BE TRANSFERRED BETWEEN STUDENTS ACCOUNT?

1. Yes, if a student has sufficient funds on their meal account and his/her sibling doesn't, the household can contact, via email, the Westlake City School Food Service Office and request a transfer amount to cover deficiency or lunch for the day. Note, transfer request or funds deposited onto meal account through EZPAY could take up to 24 hours to reach the student's meal account.

D. SNACK GUIDELINES

1. KG thru 4 Grade - Grades OFFERS a variety of three (3) snacks per day plus ice cream. The selection of snacks will include, but not limited to, salty snacks, sweet snacks and beverage selection. Snack choices do meet the healthy snack regulations. Each student will be allowed to purchase one (1) snack per day unless noted differently on the student's meal account. Parents may contact the Westlake City School Food Service Office at any time with snack restriction request.
2. Grades 5 thru 12 – Grades are not limited, students are not limited to the number of snacks they can purchase per day. The selection of snacks will include, but not limited to, salty snacks, sweet snacks, ice cream and beverage. Snack choices do meet the healthy snack regulations. Students can purchase as many snacks as their meal account or cash on hand allows unless noted differently on the student's meal account. Parents may contact the Westlake City School Food Service Office at any time with snack restriction request.

E. STUDENT LUNCH ID CARD

1. At the beginning of each school year, each student is given a new ID card. These meal cards help with the flow of a smooth and steady pace for the meal lines. If a student loses their ID/meal card a new one can be issued for the cost to the student of \$5 each. Funds received from the replacement of ID/meal cards are used for future purchasing of new cards each year.

This institution is an equal opportunity provider