



Meal Charge Policy

Charging breakfast and/or lunch is for emergencies only and should not be considered as a choice on a routine basis; however, if a student inadvertently selects a meal, the student's account will be charged.

Meal Charge Procedure

Elementary School Students – The procedure for elementary students without sufficient funds to purchase school meals allows them to charge up to two (2) days of meals. If students use lingconnect.com, they need to notify the cashier who will allow the student to charge the meal. Parents of students who have charged meals and do not have any money will be contacted by School Administration regarding payment.

Middle School Students - The procedure for middle school students without sufficient funds to purchase school meals allows them to charge one (1) day of meals. If students use lingconnect.com, they need to notify the cashier who will allow the student to charge the meal. Parents of students who have charged meals and do not have any money will be contacted by School Administration regarding payment.

High School Students - High school students who do not have sufficient funds to purchase school meals will not be allowed to charge a regular meal. If students use lingconnect.com, they need to notify the cashier who will allow the student to charge the meal. Parents of students who have charged meals and do not have any money will be contacted by School Administration regarding payment.

Students who owe for meal charges are not allowed to purchase supplemental sale items.

Supplemental sale items cannot be charged. Parents can set purchase limits for supplemental sale items on their student's account via lingconnect.com.

Please provide money for your student's meals each day or prepay for meals in advance. To assist parents, student account balances can be monitored at any time via our online payment program, lingconnect.com. This service can be used regardless of whether you use the online funding option (a service fee is charged) or send cash or checks directly to the school. Parent may create an account for each student, then throughout the year monitor the student meal account balance (or fund their account). Parents are highly encouraged to set a Low Balance Alert (\$10 or higher is suggested) using the links on the page to receive an email remainder when funds are low.

School cafeterias make every effort to inform students and parents when funds are low by sending home notices via students, verbal reminders to students, telephone calls and/or emails. Parent notification letters and emails are sent using the following time frames:

- Any student charge amount – School Nutrition Manager Letter (via email).
- Student charge level reaches \$30 – Principal phone call, if no response within three business days, then Principal Charge Letter sent via regular mail. Please notify School Nutrition Accounting Clerk by email with a copy of the Principal Charge Letter.
- If no response after two weeks, District School Nutrition Executive Director Letter sent via regular mail.
- If contact or payment is not made within two weeks of the District School Nutrition Executive Director letter, the District Chief Financial Officer letter will be sent via regular mail.
- If continued no response, referral to Collection Agency. If the parent contacts the school or District Office, they will be re-directed to the Collection Agency.

Parents are responsible to ensure that children have an adequate lunch from home or sufficient funds to purchase school meals.

Guidelines for Students Bringing Lunch to School

- Food purchased from outside (e.g., "fast food" restaurants), including food deliveries (i.e., Door Dash, Grub Hub, etc.) and remaining in original packaging (i.e., bags and wrappers), is not permitted on the school campus.
- Food brought from home must be prepared at home. Food will not be refrigerated, heated or prepared by staff.
- Use of CCSD kitchen equipment for preparing or storing outside food of any kind is not permitted.