

## Manchester Local Schools Meal Charge Procedure

The School Nutrition Department is like a private business. Therefore, they do not receive any financial support from the district's general fund. The department must earn money through breakfast, lunch and A la carte sales to pay their expenses. Unpaid meal charges affect the food service department in many ways. Because of this, we follow the charging policy below.

Manchester Local Schools Food Service Department's goal is to provide nutritious meals to our students so they can learn and excel in their academics and extracurriculars.

When students do not have sufficient funds on their lunch account, the following procedures will be followed:

- Treat all students with respect and dignity
- Students will always be offered a meal
- Establish consistent department procedures regarding meal charges/borrowing

### Charging / Borrowing Procedure

1. While we ensure that students will never be turned away from a meal, we must be certain that the borrowing account, which consists of donated funds, is being used properly and fairly. Therefore, students are only allowed to borrow for breakfast and/or lunch meals. There will be no charging/borrowing for extra entrees, snacks, side dishes or beverages.
2. While we discourage charging/borrowing, we will allow students to receive their choice of meals until they reach a **negative balance of \$15**. Parents/guardians will receive a written notice as soon as your student has a negative balance of \$5.
3. We do not offer alternate meals. We offer PB&J Uncrustables daily at our schools as a cold option for lunches. If a student's lunch account is negative \$15 or more, they will be allowed to take a PB&J Uncrustable as their main entrée option until their negative balance is paid. As always, they will be allowed to choose fruits, vegetables and milk with their meal regardless of their account balance.
4. If a student's lunch account goes to negative \$15 or more, the parent/guardian will be notified via email, phone call and/or a letter mailed home. If two attempts by the Food Service Department are unsuccessful, then a school counselor or building principal will contact the parent/guardian to offer assistance with a free & reduced meal application or any other assistance if necessary.

Parents/guardians can add money on their child's lunch account three different ways:

- Check (made out to Manchester Food Service)
- Cash
- Visit [www.payschoolscentral.com](http://www.payschoolscentral.com) through the parent portal. PaySchools does charge a small convenience fee to add money through their website via credit or debit card.

If you do not want your child to be able to charge, you may call Shannon Belcher, District Food Service Director, at 330.882.3291 to place a block on your child's lunch account.

## **National School Breakfast & Lunch Program**

Manchester Local Schools participates in the National School Lunch & Breakfast programs. Students may qualify for free or reduced meals. Free & reduced meal applications can be found in any building main office or on [www.panthercountry.org](http://www.panthercountry.org). Only one application is required district wide per family. We must receive a new application every year. You may apply any time during the school year if your household finances change. There is a 30 day carryover period at the beginning of each school year to allow enough time for families to re-apply for the current school year. We encourage all families to apply for free/reduced meals.