

FOOD AND NUTRITION SERVICES PROCEDURE

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Reference: District
FNS

The School Board of Broward County, Florida

Subject: CHARGED MEALS

For Action By: PRINCIPALS
FOOD AND NUTRITION SERVICES MANAGERS
FOOD AND NUTRITION SERVICES INTERN MANAGERS
FOOD AND NUTRITION SERVICES ASSISTANT
MANAGERS

Refer Questions To: FOOD AND NUTRITION SERVICES ADMINISTRATORS
FOOD AND NUTRITION SERVICES DISTRICT OFFICE

The Point of Sale (POS) system uses data from the Meal Benefits System to assign approved eligibilities and identifies students using their Student ID Number. Student eligibility includes the following categories: Free, Reduced and Paid.

Overt identification is prevented at the POS as students are required to scan their school issued ID Badge or Meal Card to record the transaction for their reimbursable meal. Students are required to state their name and have their Student ID Badge with picture available to comply with the two forms of identification requirement for the Food and Nutrition Services Feeding Program.

CHARGED MEALS

Charged meals are allowed when a student does not have lunch money.

1. Elementary students are allowed to charge only one (1) lunch meal.
2. Middle school principals are encouraged to permit meal charging; at their site with limits on how many meals are permitted to be charged. If the Principal decides charging is not permitted or restricted charging due to abuse, Charged Meals will be restricted at that site.
3. There is no charging in high schools.
4. When a student's account accrues a charge, the cashier will remind the student to add funds to the account.
5. Food and Nutrition Services District Office will send negative balance notifications to parents using Parent Link each weekday afternoon until the account is no longer negative.

Continued: **CHARGED MEALS**

6. Students may also receive the My School Bucks Card to give to parents to establish a self-replenishing prepaid account. The website is www.myschoolbucks.com.
7. Managers are to print an Outstanding Balance Report and/or a Principal Account Summary Transfer Report to discuss student charges with the principal daily/weekly.
8. Students who receive an alternate meal for three (3) consecutive days will be referred to the school administration to identify if assistance may be necessary. Meal Benefits information can be located on the Food and Nutrition Services website. If additional guidance is needed contact the Food and Nutrition Services District Office 754321-0215 or by contacting the School Front Office.
9. If a student is charging their meal, it must include all components of a reimbursable meal.
10. Students are not permitted to charge A la Carte items.
11. The Charge Procedure applies to full paid and reduced priced meals.
12. Charging meals is not permitted during Summer Feeding.
13. Adult charges are not permitted.

CHARGED MEAL PRINCIPAL PROCEDURE

The Food and Nutrition Services Managers are to contact the Principal at the beginning of the school year to review the Charge Policy and Food and Nutrition Services Meal Option.

Managers are to make every attempt to collect outstanding charges prior to the end of the school year. If there are remaining uncollected charges or prepaid funds on the student's account, the balance will be carried forward to the next term and/or school year. Food and Nutrition Services will work with high school principals to collect outstanding charges prior to student graduation.

The Food and Nutrition Services Manager is encouraged to recommend to the School Administration that all charges are to be paid prior to a student's reassignment to another location. Students transferring out from the school are required to pay any outstanding debt. Food and Nutrition Services Accounting will continue to notify families of unpaid debt on their student(s) account.