

# MEAL CHARGE POLICY

## Meal Charge Policy

- We highly encourage all families to prepay for all school meals and have available a secure box at each school for cash and check payments. We also make available a credit card payment method through our web site.
- Free/Reduced lunch applications are available from the front office at any time during the school year. They can also be sent home or emailed.
- Meal charges are tracked daily and are able to be viewed by parents via the Compass portal. Instructions to access the parent portal are available at the front office at any time.
- All lunch accounts are “family” accounts. This enables our parents to add payments and track each child in one location.
- The students will never be told of account balances unless they ask.
- Students will never be told of their free/reduced status.
- The charges will be as followed:

Lunch: reduced \$0.40	Breakfast: reduced \$0.30
K-5 \$2.00	k-9 \$1.25
6-8 \$2.15	A La Carte milk/juice \$0.30
9 \$2.25	
Visitor \$3.30	
- All students who request a lunch will be fed regardless of family account balance.
- Any student requesting an additional milk/juice that has a negative family account will be denied the extra a la carte item to minimize the burden to the parents.

- Daily emails are sent to parents that have a negative family lunch account balance. This email is system generated and goes out at the same time every day.
- When a family lunch account exceeds -20.00, a personal email is sent to the parents.
- If the family lunch account stays in the negative for 3 weeks a 2<sup>nd</sup> notice letter will be sent via U.S. mail.
- If the family has made no attempt on the lunch account and it continues to stay in the negative for an additional 3 weeks a 3<sup>rd</sup> notice will be sent via email and U.S. mail. This letter is signed by the school director.
- If the family lunch account remains negative for more than 90 days and all collection attempts have been ignored, a final notice with the explanation that the account will be turned over to a collection agency will be sent via priority U.S. mail. This notice will have a 15 day deadline. This final letter will state that charges still may occur and they are still responsible for them.