



## Charging School Meals Policy Information for Parents

### Payment for Meals

1. Payment/Pre-Payments are accepted at the school office daily. Methods of payment accepted are cash and check. Payment process is explained in a letter sent to parents at the beginning of the year.
2. Students eligible for free meals receive meals at no cost. Students eligible for reduced-price meals or full-price meals are required to pay for meals.
3. Students eligible for reduced-price or full-price meals are permitted to charge breakfast and lunch in the event that they do not have money that day. Families are asked to pay off the account balances for these students as soon as possible but must make payment prior to the end of the current school year.
4. Families who cannot pay for meals are encouraged to apply for free meals by completing the application for free/reduced price meals. Please note that all charges accrued prior to the approval of an application will still be the responsibility of the family.
5. Negative balance phone calls will be made once per week to ALL students who have a negative balance due to charging meals. Phone calls are made to all students with a negative balance regardless of eligibility. Students are still responsible for any charges accrued prior to an application being submitted and approved.
6. Needy status who are eligible for reduced-price meals are never denied the meal based on the ability to pay.
7. Students who are eligible for full-price meals will be allowed to charge up to \$12 in the negative, or the equivalent of 3 lunches. After the charge limit has been reached, students will receive milk, fruits, and vegetables at no cost, but will not receive a complete school meal until their negative balance is paid.