

Covington County Schools

Shannon Driver, Superintendent

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TO: Lunchroom Managers and Staff

FROM: Shannon Driver, Superintendent
Carrie Patterson, CNP



DATE: December 7, 2015

SUBJECT: Meal Charge Procedure

Covington County Schools may choose to “No Charge” or “Charge” daily meals at their schools. If the school chooses to allow students to “Charge” meals, they must have all charges cleared to a zero balance by the end of that calendar month. The limit for “Charge” meals should not exceed \$5.00 before payment is made but will ultimately be at the discretion of the local principal as long as all student accounts are zero balance by the end of that month.

Please make sure you are consistent with not allowing students/faculty to charge a la carte items. Do not make exceptions for one student and not for another and avoid embarrassing or humiliating a student at the POS line if they do not have the money for their meal. Ask them to set their tray in a designated area and go look for or get money for their meal. If the student does not return for the meal, lunchroom staff should discard the meal at the end of the lunch wave. **No student in grades K-3 or who is classified as a special needs student can be denied a meal.** You must have an alternate meal available for breakfast and lunch to accommodate those who cannot be denied a meal.

These students can be provided a minimal meal such as peanut butter sandwich, cheese, crackers, milk, water, fruit, etc. When preparing alternate meals, ensure they accommodate students with food allergies and meet USDA guidelines.

The Child Nutrition Program has established an online payment program that enables parents to track meals, balances, and make payments. The website for this program is www.myschoolbucks.com.

Please work with your principal in letting them know of students who come to the point of service with no money. They have been very beneficial in resolving these situations by contacting a student's parent. If you have questions concerning these guidelines please give me a call.

cc: Principals
Ressie Gray