

# **Florence County School District Five**

## **School Meal Charge Policy**

### **National School Breakfast and Lunch Program**

#### **PURPOSE OF POLICY:**

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, students and parents/guardians to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

#### **RESPONSIBILITY:**

- The food service department will be responsible for maintaining charge records and notifying the student's parent/guardian.
- The parent/guardian is responsible for immediate payment of student accounts. If the parent/guardian needs assistance in order to pay the student's account, they can contact the Office of Food Services and Nutrition at 843-386-2326.

#### **ADMINISTRATION**

1. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits.
2. Families are encouraged to pre-pay for meals and money is accepted in the school cafeteria daily for payments on the day of service. Written notification of prepayment option occurs at the beginning of each school year, is given to each new transfer student, is posted on the Food Service website, and is included in the student handbook. Payments can be paid online at <https://www.k12paymentcenter.com/>.
3. Families will be notified of the school Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on the Florence County School District Five website at <http://www.flo5.k12.sc.us/>.
4. **Elementary and middle school students**
  - a. Past due letters are sent to teachers to be handed out weekly
  - b. Calls on delinquent accounts are made on a monthly basis in an effort to collect payment.
  - c. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.

- d. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
- e. Students will not be allowed to charge a la carte items.

## 5. High School Students

- a. Past due letters are mailed to parents/guardians on a monthly basis.
  - b. Calls on delinquent meal accounts are made on a monthly basis in an effort to collect payment.
  - c. Workers will inform students of delinquent accounts in the checkout line.
  - d. All delinquent accounts at the beginning of May of the current school year will be subject to collections for payment.
  - e. If a student has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
  - f. Students will not be allowed to charge a la carte items.
  - g. All lunch fees for seniors have to be paid in order to participate in the graduation ceremony.
6. Students will not be denied a reimbursable meal for breakfast and lunch. A "reimbursable meal" is defined as a meal consisting of at least three (3) of the five (5) offered meal components (grain, meat or meat alternative, fruit, vegetable and milk). Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash or have money in their account.

### Community Eligibility

The Community Eligibility Provision can, as schools qualify, be an option. Students would receive breakfast and lunch at no charge. Students cannot charge any a la carte sales. They can purchase these if they have cash or money in their account.

If you need assistance or have questions, please feel free to contact the Office of Food Services and Nutrition at 843-386-2326.

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