

# CARROLL COUNTY SCHOOLS MEAL CHARGE POLICY

Effective 7/1/2017

## **PURPOSE**

The purpose of this policy is to establish consistent meal account procedures in Carroll County Schools' cafeterias per USDA regulations effective July 1, 2017. Unpaid charges place a financial strain on the Food Service Department. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges
- To treat all students with dignity in the serving line regarding meal account
- To support positive interactions with staff, students, parents, and guardians
- To encourage parents or guardians to assume the responsibility of meal payments and to promote self-responsibility of the students

## **SCOPE OF RESPONSIBILITY**

Food Service Department: Responsible for maintaining charge records and notifying parents/guardians of outstanding balances on a monthly basis at the minimum, and also notifying Central Office of balances delinquent over 30 days.

School District: Responsible for supporting the Food Service Department in collection activities.

Parent/Guardian: Responsible for immediate payment.

## **POLICY**

### **A La Carte Items**

A la carte items are not part of the USDA Free/Reduced Lunch Program and must be paid for with cash in hand or on the child's account. A la carte items will not be allowed to put a student's account in the negative.

### **Free Lunch Status Students**

Free lunch status students will receive lunch and breakfast every day. Free lunch status students are not allowed to have a negative balance due to a la carte purchases.

### **Reduced and Full Paying Students**

A student with reduced or paying lunch status will be allowed to charge up to \$15.00 before the collection process is begun. Letters will be mailed home at least monthly but may be sent home with the student weekly or as needed. Once the account cap of -\$15.00 has been reached, an alternate reimbursable meal will be provided for the student at a cost of \$1.25 for lunch and \$.75 for breakfast for full paying students. This amount will be charged to the account. If the student has cash in hand for the meal, he may choose the alternate meal or the regular meal. The alternate meal will be a reimbursable meal of the manager's choice, ex. ham & cheese sandwich, piece of fruit, veggie sticks, and milk. Food Service staff will make reasonable

efforts via e-mail, text, call, and/or send letters home via mail or by the child. Payments may be made in the cafeteria on the serving line, in the school office, or, online at [www.myschoolbucks.com](http://www.myschoolbucks.com). We do not accept checks in the cafeteria.

Beginning the second week of May, the Food Service Program must start to close the books for the school year and the online site will not accept payments. No new meal charges to a negative balance account will be accepted. Students must call home or borrow money from the office to purchase their lunch.

Negative balances not paid prior to the end of the school year will be given to the superintendent and school board for appropriate action. Actions may include:

- Delay the issuance of report cards and class assignments until the balance is paid in full.
- Prohibit the student from participating in future fee based program until balance is paid in full.
- If a senior has a negative balance at the first of May, the administration may prohibit the student from participation in senior activities and graduation exercises.

### **REFUNDS**

Student accounts with a positive balance at the end of the year will roll over into the new school year. Refunds may be requested in writing by email to [ccsd.sblaine@gmail.com](mailto:ccsd.sblaine@gmail.com) or letter to Sherri Blaine, FSA, Carroll County Schools, P. O. Box 256, Carrollton, MS 38917. Parents may also choose to donate the unused funds to unpaid accounts at the end of the school year by emailing the above or call 662-237-4444 ext. 1. Unclaimed funds must be requested within 6 months. These funds then become property of CCSD Food Service. This is in reference to withdrawn students and graduated students.

All parents are encouraged to fill out a lunch application at [www.myschoolapps.com](http://www.myschoolapps.com) or get a paper application from the school office.

### **USDA Nondiscrimination Statement**

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
(2) fax: (202) 690-7442; or  
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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