

Escalon Unified School District
Food Services - Meal Charge Policy

I PURPOSE/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 policy 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 parent/guardian to the maximum extent possible.

To establish policies that are age appropriate.

To encourage parent/guardian 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.

II SCOPE OF RESPONSIBILITY:

The Food Service department: Responsible for maintaining charge records and notifying the parent/guardian through email, phone calls, and or written notification.

The School District: Responsible for collecting on accounts with excessive charges (\$10.00 +).

The Parent/Guardian: Immediate payment.

III Administration:

1. Student Groups:
 - a) Elementary students: will be allowed to charge a maximum of \$11.00
Reimbursable meals only.
 - b) Middle School students: will be allowed to charge a maximum of 11.75
Reimbursable meals only.
 - c) High School students: will be allowed to charge a maximum of \$10.40
2. No charges will be allowed for ala carte foods and beverages for all age levels
Includes milk, all other food and beverages sold, and adult purchases
3. Parents/Guardians with negative balances will be contacted by the food service office, school office or the district office for excessive charges. This will be done either as a written letter, electronic email, or phone call to the household.
4. Low Balance notification is available through mymealtimeonline accounts with student account set up.
5. For department record-keeping, the district will be notified monthly of all negative balances.
6. In the second week of May, all charges will be suspended:
 - a) Parents/Guardians will be sent a written request for all charges to be cleared.
This request will be mailed.
 - b) All charges not paid before the end of the school year will be carried forward into the next school year.
 - c) Graduating seniors must pay all charges in full. Failure to do so may result in not being allowed to participated in the graduation ceremonies.
7. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals anytime during the school year.
8. As advised by the state agency, negative balances should not incur against the food service revolving account.