

## MEAL CHARGE POLICY FOR ELEMENTARY AND MIDDLE SCHOOL

July 2017

The National School Lunch Program requires school fund authorities to establish written guidelines and policy for meal charges. School City of Hobart will adhere to the following meal charge policy:

Purchases are encouraged to prepay by either check or debit/credit card through on line payment system in Skyward on our school website. Parents can also view the students account balance online in Skyward.

Any student in K-8 will be allowed to charge meals if funds are not available in their meal account. Charges will only be allowed for a reimbursable meal. No Ala carte items can be charged. (Milk is considered an Ala Carte item.)

To prevent charging, low fund letters will be sent home from the Elementary schools twice a week to notify parents of their children's account status. Students may also come home with a small yellow "I Need Lunch Money" note. Auto generated phone calls will be made three times a week on Monday, Wednesday, and Friday for any negative balances.

All charges will be recorded in the point of sale system. The money deposited into the students account will first satisfy all meal purchases and the remainder will be posted to the students account for future use.

All accounts must be settled at the end of a school year. Letters will be sent home approximately five business days before the last day of school to students who have negative balances. Negative balances of more than \$1.00 not paid in full thirty days prior to the start of the following school year may cause the District to take action to collect unpaid funds by means of collection agencies. Under the National School Lunch Program the Food and Nutrition Program is not allowed to write-off debt.

We encourage any family to fill out a Free & Reduced Meal application on line at the district website [www.hobart.k12.in.us](http://www.hobart.k12.in.us) in Skyward, or contact the Food Service office at 219-947-2413 ext. 8952. If approved for free or reduced meals the parent is still responsible for any debt previously incurred.

If a parent or guardian refuses to provide lunch money or a lunch from home or apply for assistance, the school principle or counselor will be informed and could take further course of action.