

## Charged Meal Procedures

Procedures for handling charged meals in elementary and secondary schools are developed for the purpose of dealing with this situation on a consistent basis so the student “customer” will not be embarrassed or humiliated.

**“Charged meals” are defined as meals which cannot be properly accounted for because the student has no money.**

- Students may charge up to \$10.00 in meals.
- Notification through School Messenger will be used to notify parents of account balances with less than \$10.00 weekly.
- Any child on paid or reduced status with a negative \$10.00 balance will be served an alternate meal until the balance is paid in full unless arrangements have been made with the school principal and/or food service manager to make installment payments.
- Students on free meal status with a negative balance always receive a regular meal.
- All students with a negative balance cannot buy anything extra (a la carte items).
- Adults are encouraged to deposit money into their accounts. Adults may not charge more than \$10.00.