

Milpitas Unified School District Student Nutrition Services

Lunch Charge Procedures Effective: 3/15/10

MUSD's Student Nutrition Services Department recognizes that occasionally elementary students may forget their lunch money. Since the District is dedicated to providing students with nutritious meals, and is aware of the importance of good nutrition to learning, we have developed the following procedures to accommodate elementary students who forget their lunch money.

The intent of these procedures is to:

- 1) Accommodate the needs of students and parents when lunch money has been forgotten
- 2) Provide adequate nutrition to children and not disrupt the educational process for the students, parents and school staff
- 3) Retain fiscal responsibility within the Cafeteria Fund

Procedures

Elementary School:

1. If an elementary student forgets their lunch money, they will be given a lunch and the meal will be charged to their account.
2. If a student has 5 outstanding lunch charges or has reached the credit limit of \$11.25, they will not be allowed to charge another meal. They will be offered graham crackers, milk, and fruit.
3. Parents are notified of their child's negative balance through the following means:
 - a. An auto-dialer system is used twice a week to call parents of students who have a low or negative balance in their lunch account.
 - b. Letters are sent home every week for students who have an outstanding negative balance that exceeds \$ 4.50.
4. If a student has exceeded the charge limit of 5 lunches and continues to come to school without a lunch or lunch money the SNS satellite operator will offer the student milk, graham crackers and fruit, but they will also let the principal know the names of those students who continue to come without their lunch money. SNS suggests that the principal look into the family circumstances of these children to see why the parents continue to send their child to school without a lunch or lunch money. If the family is experiencing financial hardship, they should be encouraged to complete an application for free or reduced price school meals.
5. SNS services will encourage parents to take advantage of the online prepayment system, which helps to alleviate the problem of forgotten lunch money and provides parents the ability to view their child's lunch transactions and balances online.

Secondary School:

Students at the secondary level are not allowed to charge meals.