

Pre-Paid Meal Account Procedure- To be added to Policy 8500.01

The MSD of Martinsville Food Service Department is a self-supported entity operating under USDA regulations to provide daily cost-effective meals to students and staff. Students and adults are expected to pay cash daily or in advance for all food purchases. It is the responsibility of the family to keep their family meal account up to date.

The Food Service Department recognizes that occasionally students may forget their lunch money. Since the District is dedicated to providing students with a positive learning environment, we have developed the following procedures to accommodate students who forget their lunch money, but also promote responsible student behavior and minimize the fiscal burden to all families. We understand that charging can be embarrassing and encourage parents/guardians to use Family Access or contact Food Services to monitor meal account activities.

Pre-Paid Meal Account Withdrawals/Refunds- Cash refunds cannot be given. A primary parent/guardian must submit a claim in writing for a refund for unused monies in their child's account within 90 days of a student's withdrawal from school. Any unclaimed funds less than \$10 will be received into the Food Service Operating Fund. Forms are available on our website at artiescafe.org. An inactive lunch account that has an account balance not in excess of -\$20.00 may be offset by the positive balances when the account is dormant in excess of 90 days. In addition, provided that a parent request and can document entitlement to the positive balance in the account, the parent is entitled to a refund of that amount.

Emergency Lunch Charge-

Pre-K – 4th Grade Students-

- Each student will be allowed to accumulate up to five lunch charges
- After four lunch charges, the school principal and family service coordinator may be contacted
- After a student has accumulated five charges an alternate lunch will be offered
- After a student has received two consecutive alternate lunches Family Services will contact parent/guardian
- Students with unpaid lunch charges will not be allowed to purchase ala carte

5th – 8th Grade Students

- Each student will be allowed to accumulate up to three lunch charges
- After two charges a school principal and/or counselor may be contacted
- After a student has accumulated three charges an alternate lunch will be offered
- Students with unpaid lunch charges will not be allowed to purchase ala carte
- Charging will not be allowed during the last week of school.

High School Students-

- Each student will be allowed to accumulate a negative balance not to exceed \$5.20

- After a student has accumulated a negative balance in excess of \$5.20 an alternate lunch will be offered twice during the school year at no cost to the student or parent.
- After the student's account is in the negative and they have received their two alternate lunches they are encouraged to contact a school counselor or clinic.
- If a High School student is unsure of their individual meal account balance and doesn't have funds in hand, they are encouraged to ask their balance before proceeding through the line with a full tray of food
- Charging will not be allowed during the last week of school.

All-

- No charging allowed for breakfast
- No charging allowed for ala carte items
- No charging allowed for adult meals or ala carte items
- No student will be allowed to purchase ala carte and proceed to charge a meal
- The Food Service Department will communicate account balances using automated calls and paper notices as determined by the Food Service Director.