

## San Rafael City Schools

### Meal Charge Standard Practice

The purpose of this Meal Charge Standard Practice is to provide a consistent process for charging meals when a student does not have money to pay for school meals. This policy applies to families who are paying full price for meals.

#### **Preventing meal charges:**

If your child does not qualify for free or reduced price meals, it is the responsibility of the parent/guardian to ensure their child has sufficient funds on their account to cover all school meals and to keep abreast of their child's account. Funds can be deposited to a child's meal account:

- 1) Online using <https://family.titank12.com> (You will need your child's student ID number, ID numbers can be obtained by calling the Nutrition Services office at 415-492-3572)
- 2) At the school site (cash or check made payable to SRCS Nutrition Services)

By going to <https://family.titank12.com> you can set up and/or manage your child's meal account. Online prepayments are encouraged but, even if you do not choose to make online payments, you can still utilize the account to check the balance of your child's meal account and see on what dates your child participated in school breakfast or lunch. Online accounts also have a "low balance" or "automatic deposit at low balance" parent e-mail alert feature.

#### **Charging meals:**

Elementary/K-8 schools: Meal charges are allowed up to a total of \$9.00. This dollar amount is equal to the price of three paid lunches. If a student also charges breakfast this maximum charge amount will be reached before three days.

Middle and High School: Meal charges are not allowed.

#### **Collection of unpaid meal charges:**

Parents/Guardians will be notified, in writing via e-mail or US postal mail if a student's meal account has an unpaid balance. Unpaid balances are due within 10 days from the date of the notice.

If the \$9.00 charge limit is reached the parent/guardian will be promptly notified as well as the school office so that the family can be provided with information about the free and reduced price meal program.

Updated October 1, 2019