

Meal Charge Procedure- Elementary

You have a Care Card

- 1) First meal (day) without funds ~ Emergency Meal (regular)
If the student does not have money please use your Care Card for the first meal.
Transfer funds from Care Card into student's account.

- 2) Second meal (day) without funds ~ Emergency Meal (regular)
 - a. Please charge the student's account and serve the child an emergency meal as stated below (this will put the account into the negative). Send a note home to parents. Please use the nonsufficient Funds note.
 - b. If a student brings money, deposit all funds to the account. This will bring the account back into a positive standing

Note: the students account should be in the negative a minimum of the price of one full meal (-\$2.75) before moving to Day 3 Emergency meal. This may mean the student will receive 2, second day meals before you move to the third day meal.

Example: *Johnny's balance is - \$.75 Do not move to 3rd meal day. Charge one more meal.

*Johnny's balance is - \$3.50 (.75 +2.75) OK to move to 3rd meal day

- 3) Third meal (day) without funds ~ Emergency Meal *
 - a. Bring up the Student, select "Reimbursable Meal then press the N/C Reimbursable Meal. Send a note home to parents. Please use the nonsufficient Funds note.
 - b. If a student brings money, deposit all funds to the account. This will bring the account back into a positive standing. .
 - c. Contact Central Kitchen with student's information to initiate a call home if parent contact is needed.

Definition of emergency meal: Day 1- Serve a regular reimbursable meal
Day 2- Serve a regular reimbursable meal
Day 3- *String Cheese, Graham Cracker and Salad bar.

You do NOT have a Care Card

- 1) First meal (day) without funds ~ Emergency Meal (regular)**
 - a. Please charge the student's account and serve the child an emergency meal as stated below (this will put the account into the negative). Send a note home to parents. Please use the nonsufficient Funds note.
 - b. If a student brings money, deposit all funds to the account. This will bring the account back into a positive standing.

- 2) Second meal (day) without funds ~ Emergency Meal (regular)**
 - a. Please charge the student's account and serve the child an emergency meal as stated below (this will put the account into the negative). Send a note home to parents. Please use the nonsufficient Funds note.
 - b. If a student brings money, deposit all funds to the account. This will bring the account back into a positive standing.

***Note:** the students account should be in the negative a minimum of the price of **two** full meals (-\$5.50) before moving to Day 3 Emergency meal. This may mean the student will receive 2, second day meals before you move to the third day meal.

Example: *Johnny's balance is - \$3.25 Do not move to 3rd meal day. Charge one more meal.

*Johnny's balance is - \$6 (.50 +2.75+2.75) OK to move to 3rd meal day

- 3) Third meal (day) without funds ~ Emergency Meal ***
 - a. Bring up the Student, select "Reimbursable Meal then press the N/C Reimbursable Meal. Send a note home to parents. Please use the nonsufficient Funds note
 - b. If a student brings money, deposit all funds to the account. This will bring the account back into a positive standing.
 - c. Contact Central Kitchen with student's information to initiate a call home if parent contact is needed.

Definition of emergency meal: Day 1- Serve a regular reimbursable meal
Day 2- Serve a regular reimbursable meal
Day 3- *String Cheese, Graham Cracker and Salad bar.