

Meal Charge Procedure-Secondary School

You have a Care Card

- 1) First meal (day) without funds ~ Emergency Meal
 - a. 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. Serve the student a regular reimbursable meal. Politely tell the student they are out of funds.

- 2) Second meal (day) without funds ~ Emergency Meal
 - a. Please charge the student's account and serve the child a regular reimbursable meal (this will put the account into the negative). Politely tell the student they need funds.
 - b. If a student brings money, deposit all funds to the account. This will bring the account back into a positive standing. FNS gets paid back before the PTA account.
 - c. If your PTA requests payback and a student owes the PTA account, deposit the full amount into student's account and then transfer money to PTA account so that we have a record.

You do NOT have a Care Card

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 - b. If a student brings money, deposit all funds to the account. This will bring the account back into a positive standing.

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 - a. Please charge the student's account and serve the child a regular reimbursable meal (this will put the account into the negative). Politely tell the student they need funds.

b. If a student brings money, deposit all funds to the account. This will bring the account back into a positive standing.

*If a student already has a meal in his/her hands, **DO NOT** take it away. Write his/her name down and send it in to Shannon to charge the student's account a lunch.