

MEAL CHARGE PROCEDURES

Meal Charge Procedure Goals:

- To treat each student with respect and encourage responsibility regarding meal accounts.
- To support positive relationships with our parents, students, and staff.
- To establish procedures that are age appropriate.
- To provide the technology to support parents in assuming the responsibility of meal payments.
- To establish a consistent district policy regarding charges and collection of charges.

Meal charging is not encouraged, but we understand it may be necessary on occasion. No a la carte items may be charged and all meal charges must be repaid in full. Funds may be transferred between student accounts in the same household up until one week after the close of the school year. Negative balances of \$10.00 or less will be carried over to the next school year. Negative balances of \$10.01 or greater will be forwarded to the business department on June 30th of each school year for further processing. Adults are not allowed to charge.

Please contact the Director of Food and Nutrition Services directly if a student has special circumstances (dietary, financial etc.) that should be taken into consideration. You can reach the Director at 574-371-5086 ext. 5.

Elementary Students

To ensure elementary students do not go hungry, they may be permitted to charge meals.

Elementary Notification Steps:

- For each meal charge, the cashier will verbally remind the student to ask parents to send lunch money.
- Negative balance letters with the student's name and balance will be given to teachers to send home weekly. Phone calls, emails and letters may be other methods of contacting parent/guardians.
- Accounts remaining negative may be sent to the building principal and WCS Food & Nutrition Services Office to contact the parent/guardian.
- If meal charges continue beyond the \$10.00 limit with no response from the parent/guardian, the principal or other school official may be requested to conduct a home visit.

Middle and High School Students

Middle school or high school students are not allowed to charge meals on a regular basis. Occasionally, a student may be permitted to charge one meal by requesting permission directly from the cafeteria manager prior to proceeding through the cafeteria line. If a student already has a negative balance, no additional charges will be allowed.

This institution is an equal opportunity provider