

Wayne County School District's Child Nutrition Meal Charging Policy

The goal of the school breakfast and lunch program is to provide healthy meals for all students each day. The District's participation in the Federal USDA Child Nutrition Program does not however require by law, that students who pay for meals be served a meal without payment. And, it is not the intent of the program to deny a student a meal. However, if a student purchases a meal it must be paid for. Free and Reduced Applications are always available throughout the year to help families in need. Due to excessive charges, the Wayne County School District finds it necessary to establish a written system policy for meal charges for all students.

Subject: MEAL CHARGING

Charging a meal is a courtesy extended to students for meals only in the event they forget or lose their lunch money. Repetitive charges are subject to review and action by administration.

1. All students may be allowed to charge meals only to the equivalent of three (3) outstanding lunch meals.
2. Elementary Students:
 - After one meal is charged and not repaid, the student will be given a charge slip from the cashier with total balance owed and be directed to the school office or designee. School Office staff or designee will sign and complete the slip with student name and teacher.
 - The student returns to the cafeteria with a copy of the charge slip and gives it to the cashier in order to receive a meal. The account is debited for the meal. The office will send home a copy of the charge slip to the family that day via the homeroom.
 - After 3 unpaid charged meals, the parents will be notified via telephone and the student will be given an alternate meal consisting of a peanut butter sandwich and milk at no charge. The Principal or designee will be notified if the child is continually being offered the alternate meal without payment.

Middle & High School:

- Once a negative balance reaches the equivalent of 3 lunch meals, the student will be offered an alternate meal consisting of a peanut butter sandwich and a milk at no cost until unpaid balance is paid.
3. The point-of-sale system tracks all charges and payments. Bi monthly the Child Nutrition Department will send a negative balance notice home to parents of elementary students via the homeroom teacher and by mail for the middle and high school students.
 4. Daily, all students will be told account balances by the cashier. Monthly, the Child Nutrition Department will send elementary students a balance notice via the homeroom teacher which encourages advance payments.
 5. All cafeteria balances must be paid in full by the last day of each school year. Seniors must pay all accumulated charges prior to their last day of school in order to settle any outstanding unpaid financial obligations with the school district in order to be in compliance for graduation.

6. If after reaching a maximum of three (3) unpaid charges, a student that continues to attend school without a meal from home or money to purchase a school meal will be referred to School Administration for further follow-up action.

If charges become excessive or the parent/legal guardian refuses to pay after being contacted, the district reserves the right to take steps deemed necessary to collect charges owed. These actions could include contacting small claims court to collect the money owed, or notifying the Department of Social Services of child neglect. Allowing charges to continuously accumulate can lead to tremendous deficits for the school nutrition program and is unfair to the households that do pay for their meals. Therefore, the district reserves the right to revoke the charging privilege if it becomes excessively abused.

This plan adopted by the Board of Education of the Wayne County School District at the regularly scheduled meeting on this the 3rd day of June in the year 2013.

SIGNATURE

(Superintendent)

(Secretary of the Board)