



## **Muskogee Public Schools Child Nutrition Services**

### **MEAL CHARGING POLICY**

Charging in Muskogee Public Schools is discouraged but is at the discretion of the building principal. Child Nutrition Services funds may not be used for unpaid meals.

Students will only be allowed to charge meals upon the approval of the building principal. The Food Service Director will get those approvals in writing and then set up each building's point of sale system accordingly.

The cashier must inform students when their balance is getting low and each time they are charging a meal. If a student has maximized his/her limit on charges, the register will not allow the cashier to charge the additional meal. At this time, the student is to be provided with a free peanut butter and jelly sandwich (not an uncrustable) and a carton of milk. The parent/guardian will be notified in writing to submit payment. Low-balance notices will be printed on a weekly basis and sent home with the student.

Adults with an active account may charge meals if the building principal allows it. With special permissions, an adult account charge limit can be increased or restricted. To change these limits, please contact the Food Service Director.

Neither students nor adults are allowed to charge ala carte items. The principal will receive a list of outstanding charges at least once per month.

Any student charges not collected at the end of the school year will be charged to the site principal's activity fund.

Any adult charges not collected at the end of the school year will be deducted from the adults final paycheck.

This Institution is an equal opportunity provider.