

## GREENWOOD SCHOOL DISTRICT 51

### CHILD NUTRITION CHARGE POLICY

Greenwood School District 51 participates in the National School Breakfast (NSBP) and Lunch Programs (NSLP) sponsored by the United States Department of Agriculture (USDA) which permits the school to offer free and reduced price meals to students who qualify. Effective July 1, 2017, the Child Nutrition Program must have a charge policy in place that does not permit excessive and recurring charging of meals. Families who wish to apply for free or reduced priced meals must complete a new application each year. An application may be submitted at any time during the school year, but it is strongly advised that an application be completed and returned to your child's school on or before the first day of school. **Applicants are responsible for any meals purchased until a free or reduced application is completed and approved.** If you were a student in our district last school year and received free and reduced price meals, then you will automatically be placed on a temporary approval status for the first 30 business days of the school year. If a new application is not submitted within those 30 days, then you will be placed on a full pay status. If you are a new student in our district and had a free or reduced status in another district last year, you must complete and submit a new application. A notification letter will be sent by mail of your eligibility status when the application has been processed. Applications are available during registration, online on our district website, upon request from the cafeteria managers or from the main office at each school.

#### Procedures

- Paid students will be allowed to charge up to \$13.80 in meals only.  
Reduced students will be allowed to charge up to \$2.40 in meals only.
- Notifications will be sent out weekly by letter, phone calls or text for any negative balance amount on a student's account.
- Any student on paid status with a negative balance of \$13.80 will be served an alternate meal until balance is paid in full.
- Any student on reduced status with a negative balance of \$2.40 will be served an alternate meal until balance is paid in full.
- Notifications will be sent 2 days prior to the charge limit set to inform parent/guardians that their child will receive an alternate meal until balance is paid in full.
- An alternate meal consists of a **ham/cheese sandwich, fruit and milk.**
- An alternate meal cost will be \$1.00 and will be made payable to the Principals account. Parent/guardians are responsible for payment of these meals to the Principal account.
- No student with a negative balance are allowed to purchase A la carte items.
- A la Carte items will not be allowed to be charged at any time.
- Teachers and Staff are allowed to charge up to a dollar amount equivalent to 10 meals to their lunch account.

## **Payment Options**

- **Pay online:** You can make an online payment to your child's account with your credit or debit card using MySchoolBucks payment system. Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) to create an account for your child using the "Start Here" link on the right side of the page. There is a fee for \$2.75 for making online payments. This service also allows for you to check balances, review your child's transaction history, and you may request an email alert to be sent when your child's balance is getting low, to remind you when it's time to add money to their account.
- **Pay in person:** You can pay in person with check or cash at each school between 8:00 am and 1:30 pm Monday through Friday. You may also send a check or cash to school with your child in an envelope marked with child's name and for lunch account. Checks should be made payable to the cafeteria where your child attends school.
- **Pay by mail:** You can mail a check to your child's school. Checks should be made payable to the cafeteria where your child attends. Please place your child's name and for "lunch account" on the check. Please mail to the chosen school and address that your child attends below.

**Ware Shoals Primary Cafeteria, 15269 Indian Mound Road, Ware Shoals, SC 29692**

**Ware Shoals Middle Cafeteria, 45 West Main Street, Ware Shoals, SC 29692**

**Ware Shoals High Cafeteria, 56 S. Greenwood Ave., Ware Shoals, SC 29692**

If your family is experiencing a financial hardship, please contact us so that we can help. We are willing to work with you to develop a payment plan for your debt. We can also assist you in applying for free or reduced priced meal benefits. It is important to us that all eligible children receive benefits for free or reduced priced meals.

## **End of Year Procedures**

- **No** student, teacher or staff can charge during the last four weeks of school.
- All charges must be paid by the last day of school in order to prevent the Child Nutrition Program accounts from closing out the school year with unpaid balances.
- Charges not paid before the end of school will be carried forward into the next school year.
- Students that are graduating or moving from our district may request a refund from the students cafeteria Manager. The Manager will verify that all fees are collected, then a refund will be issued if a balance remains.

If you have questions, please call **Sharon Mann @ 864-456-3679**.

Thank you,

Sharon Mann

Child Nutrition Director