



Book	Administrative Guidelines
Section	8000 Operations
Title	MEAL CHARGE PROCEDURES
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### 8500D - MEAL CHARGE PROCEDURES

Olentangy Local Schools recognize that on occasion students may forget, lose, and/or encounter a zero cash balance on their breakfast/lunch account. To ensure that students do not go hungry, to promote responsible student behavior and to establish consistent meal account procedures, the District will allow students to "charge" the cost of breakfast and/or lunch, subject to the terms of this policy. Olentangy Local Schools recognizes its dual responsibility to provide nutritious meals to its students while supporting a self-sustaining school meals program.

Families may apply for free/reduced meals anytime during the school year. Applications are available online at [www.olentangy.heartlandapps.com](http://www.olentangy.heartlandapps.com), at the Food Service District office, or at all school offices and cafeterias.

#### Purpose:

Unpaid charges place a financial strain on the Food Service Department. The goals of this policy are as follows:

- A. To establish a consistent District policy regarding charges and collection of charges.
- B. To treat all students with dignity in the serving line regarding meal accounts.
- C. To establish procedures that are age appropriate.
- D. To encourage the parent/guardian to assume the responsibility of meal payment and to promote self-responsibility of the student.

#### Scope of Responsibility:

The Olentangy Food Service department is responsible for maintaining charge records and notifying the School District of outstanding balances. The Food Service department is also responsible for notifying the student's parent(s)/guardian(s) of low or outstanding balances. The School District is responsible for supporting the Food Services department in collection activities. The parent(s)/guardian(s) is responsible for immediate payment.

#### Regulations:

- A. Free Status Students
  1. Free status students will not be allowed to have a negative account balance.
  2. Free status allows a student to receive a free breakfast and lunch every day. A la carte, milk purchases, and second lunches are not part of the USDA program and therefore must be paid with cash or the student must have funds already on their account.
  3. Students that change from a paid or reduced status to a free status during the course of a year are still responsible for any prior charges as applications cannot be approved retroactively.

## B. Reduced and Paid Status Students

1. Reduced and paid status students at the elementary level will be allowed to charge up to a maximum dollar equivalent of ten (10) meals (both breakfast and/or lunch). Only complete meals are allowed to be charged. No, a la carte/extras will be allowed to be charged. Once the student has reached the equivalent of ten (10) meals the student will be offered an alternate meal at breakfast and at lunch. The alternate meal at breakfast will consist of ½ of a cheese sandwich, fruit, and white milk. \$0.20 will be charged to their account if they are a reduced status or \$1.00 will be charged to their account if they are a paid status. The alternate meal at lunch will consist of a cheese sandwich, fruit, and white milk. \$0.25 will be charged to their account if they are a reduced status or \$1.50 will be charged to their account if they are a paid status.

Prior to offering the alternate meal the cashier and/or manager will follow the following steps to collect payment:

- a. When the student has three (3) meals or less on their account the cashier will verbally tell the student how many meals they have left, additionally parent/guardian communication will be sent out periodically thru the week.
  - b. When the student's account has reached a negative balance the cashier will verbally tell the student they have no more meals on their account, additionally parent/guardian communication will be sent out periodically thru the week.
  - c. When the account reaches three (3) meals negative the cashier or café manager will contact the parent/guardian by phone to request payment.
  - d. If still unable to collect and the balance reaches five (5) meals or more, the café manager will contact the building principal to make them aware of the situation and a letter will be mailed home informing the parent that charge privileges will be suspended if payment is not received by the specified date (one week later) and alternate meals will be offered to their student.
2. Reduced and paid status students at the middle school level will be allowed to charge up to a maximum dollar equivalent of five (5) meals (both breakfast and/or lunch). Only complete meals are allowed to be charged. No, a la carte will be allowed to be charged. Once the student has reached the equivalent of five (5) meals the student will be offered an alternate meal at breakfast and at lunch. The alternate meal at breakfast will consist of ½ of a cheese sandwich, fruit, and white milk. \$0.20 will be charged to their account if they are a reduced status or \$1.00 will be charged to their account if they are a paid status. The alternate meal at lunch will consist of a cheese sandwich, fruit, and white milk. \$0.25 will be charged to their account if they are a reduced status or \$1.50 will be charged to their account if they are a paid status. Students will be notified verbally of low/negative balances and additionally parent/guardian will receive email alerts.
  3. Reduced and paid status students at the high school level will be allowed to charge up to a maximum dollar equivalent of three (3) meals (both breakfast and/or lunch). Only complete meals are allowed to be charged. No, a la carte will be allowed to be charged. Once the student has reached the equivalent of three (3) meals the student will be offered an alternate meal at breakfast and at lunch. The alternate meal at breakfast will consist of ½ of a cheese sandwich, fruit, and white milk. \$0.20 will be charged to their account if they are a reduced status or \$1.00 will be charged to their account if they are a paid status. The alternate meal at lunch will consist of a cheese sandwich, fruit, and white milk. \$0.25 will be charged to their account if they are a reduced status or \$1.50 will be charged to their account if they are a paid status. Students will be notified verbally of low/negative balances and additionally parent/guardian will receive email alerts.

C. Parents/guardians can add money on-line to a student's food service account by logging into their PowerSchool Parent Account at any time. Parents/guardians can also view their child's account balance and/or transaction history through this on-line payment option. Additionally, parents/guardians can send in cash or check with their student.

D. All charges not paid before the end of the school year will be carried forward into the next school year.