

**MEAL CHARGE AND COLLECTION PROCEDURE
2017-2018**

GOALS:

- ◆ To encourage parents to assume appropriate parental responsibilities.
- ◆ To treat all students with dignity about their meal account in the serving line.
- ◆ To create positive situations with district staff, district business policies, students, and their parents.
- ◆ To teach students self-responsibility with appropriate policies.
- ◆ To establish a consistent district policy regarding meal charges and collection.

Procedure Communication: Ensure this policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. It also must be provided to all school staff that may assist students in need. Policy will also be included in student handbooks and the Chardon Local School and Food & Nutrition websites.

PROCESS AND PROCEDURE: procedure in effect until two weeks before school ends. (see reminders)

	Elementary	Middle	High School
Amount of Outstanding Meal Charges Permitted	Students in elementary grades will always be given a meal.	Maximum of \$25.00	Maximum of \$25.00
Notifications to Student and Parent of Meal Account Balance	Student: Verbal Reminders Daily stating Need Lunch \$ by Cashier Parent: Use Myschoolaccount to check balance at any time.	Student: Verbal Reminders Daily stating Need Lunch \$ by Cashier Parent: Use Myschoolaccount to check balance at any time	Student: Verbal Reminders Daily stating Need Lunch \$ by Cashier Parent: Use Myschoolaccount to check balance at any time
Charge Notifications to Parent or Guardian	When account balance is negative a call will occur and continue until the account is brought to a positive balance. Parent may use Myschoolaccount online or Bring Cash or Check to cashier before 1 p.m.	When account balance is negative a call will occur and continue until the account is brought to a positive balance. Parent may use Myschoolaccount online or Bring Cash or Check to cashier before 1 p.m.	When account balance is negative a call will occur and continue until the account is brought to a positive balance. Parent may use Myschoolaccount online or Bring Cash or Check to cashier before 1 p.m.
Procedure when charge reaches \$15.00	If FNS has not received payment and the charge amounts to \$15.00, FNS will send a U.S. Postal letter to the parent to remind them we have been feeding the child in good faith, and that money is owed to the student's account. All calls home will continue.	If FNS has not received payment and the charge amounts to \$15.00, FNS will send a U.S. Postal letter to the parent to remind them we have been feeding the child in good faith, and that money is owed to the student's account. If the negative balance reaches \$25.00 the student will not be allowed to charge. All calls home will continue.	If FNS has not received payment and the charge amounts to \$15.00, FNS will send a U.S. Postal letter to the parent to remind them we have been feeding the child in good faith, and that money is owed to the student's account. If the negative balance reaches \$25.00 the student will not be allowed to charge. All calls home will continue.
Principal Assistance	If after being notified by mail and FNS has not received payment and the charge is \$20.00 or more FNS managers will contact their school Principal to make contact with the parent. The school office will proceed as warranted.	If after being notified by mail and FNS has not received payment and the charge is \$20.00 or more FNS managers will contact their school Principal to make contact with the parent. The school office will proceed as warranted.	If after being notified by mail and FNS has not received payment and the charge is \$20.00 or more FNS managers will contact their school Principal to make contact with the parent. The school office will proceed as warranted.

<p>\$25.00 in meal charges</p> <p>If parent does not send a meal as requested for their child then a complimentary fruit and milk will be given to the student if they come through the meal line.</p>	<p>Students in elementary grades will always be given a meal.</p>	<p>Student will not be allowed to charge. Parent expected to pay charges promptly and until charges are paid the parent will be required to feed your child breakfast at home and to send a lunch to school <u>so your child does not have a meal.</u></p>	<p>Student will not be allowed to charge. Parent expected to pay charges promptly and until charges are paid the parent will be required to feed your child breakfast at home and to send a lunch to school <u>so your child does not have a meal.</u></p>
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SPECIAL CIRCUMSTANCES:

If charges occur before the meal application is approved then charges must be paid as accrued.

Parents may elect to deny their children charge privileges. In this event, a special note will be made in the POS computer to this effect. Every effort is made to feed our students. Persistence in collection of owed monies is aggressively pursued.

OTHER INFORMATION FOR PARENTS

The Chardon Local School District uses a computer system for student meal purchases. All students are assigned a personal Student ID # when enrolled.

All students have their own account and money may be deposited into it on a daily, weekly, monthly, or yearly basis. We encourage monthly deposits to help speed up the serving lines at mealtime. We appreciate our parents who prepay for the meals. It helps the line move so much quicker, and also assures that your child will receive a meal without delay.

Parents may get information about your students eating habits anytime by using **Myschoolaccount.com**, our online source, or by contacting the school manager of your child’s school or by calling FNS office at 440/286-0425 or josephine.culliton@chardonschools.org.

- * The sooner your child learns their number, the easier it is to get lunch promptly. Parents, we will try and keep you informed of your elementary child’s account balance but you can always check it using – **Myschoolaccount.com** josephine.culliton@chardonschools.org Please refer to our Meal Charge and Collection procedure listed for more details.

REMINDERS –

- * **Checks returned for insufficient funds will not be accepted for future payments and cash, money order or using Myschoolaccount.com will be your payment options.**
- * **Charges accrued before application approval **must be paid.****
- * **Debit Card Online Payment For Student Meals –Myschoolaccount.com \$1.50 fee**
- * **Parents are encouraged to set up a ‘Low Balance Notice’ through Myschoolaccount.com**
- * **Meal Charges are not allowed the last two weeks of school so money must be on your student’s account.**
- * **Nonprofit School Food Service resources may not be used to cover costs related to Bad Debt arising from uncollectible accounts. These funds must come from the school district’s general fund or non-federal source.**

**CHARDON SCHOOL DISTRICT PROCEDURE
FOOD and NUTRITION SERVICES
FACULTY AND STAFF MEAL CHARGE AND COLLECTION**

	<i>Elementary School Staff</i>	<i>Middle School Staff</i>	<i>High School Staff</i>
Number of Outstanding Charges Permitted	Breakfast and/or Lunch may be charged not to exceed \$10.00	Breakfast and/or Lunch may be charged not to exceed \$10.00	Breakfast and/or Lunch may be charged not to exceed \$10.00
Methods of Notification to Faculty and Staff about their negative Account Balances	Verbal Reminders given daily by Cashiers to Faculty and Staff at check out about any outstanding charges. Personal account print-outs will be placed in their mail box each <u>week or month</u> and/or email will be sent. If charges do not get taken care of then no more charges will be allowed until prior charges have been paid.	Verbal Reminders given daily by Cashiers to Faculty and Staff at check out about any outstanding charges. Personal account print-outs will be placed in their mail box each <u>week or month</u> and/or email will be sent. If charges do not get taken care of then no more charges will be allowed until prior charges have been paid.	Verbal Reminders given daily by Cashiers to Faculty and Staff at check out about any outstanding charges. Personal account print-outs will be placed in their mail box each <u>week or month</u> and/or email will be sent. If charges do not get taken care of then no more charges will be allowed until prior charges have been paid.

Nondiscrimination statement reads as follows:

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This institution is an equal opportunity provider.