

# Holdingsford Public School

## MEAL CHARGE STANDARD PROCEDURE

### I. PURPOSE

The purpose of this procedure is to establish consistent meal account procedures for Holdingsford ISD 738.

### II. GENERAL STATEMENT OF POLICY

- A. Holdingsford ISD 738 recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B. It is the policy of Holdingsford ISD 738 to offer breakfast/lunch. The Food Service Department strives to produce quality meals at a reasonable cost according to federal and state guidelines.
- C. Students may purchase meals when funds have been deposited into their family account(s) or by cash payment. Families may add money to students' accounts online or at the Food Services Office.
- D. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year and are also included in enrollment packets. In addition, applications are available at all offices, open house and on the district website.

### III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

- A. Students are given a daily verbal reminder of low balances at less than \$10 positive.
- B. The first method for notifying the parent/guardian of a balance less than \$10 for paid students and \$0 for free/reduced students is an automated phone message on Monday and Thursday evenings. Calls will come twice a week until enough money is added to the account.
- C. No ala carte items may be purchased on the account when the account is negative. This includes extra milk or milk with cold lunch; extra items at breakfast; adult/guest meals; and milk break in grades 1-4.
- D. At \$10 negative students are notified verbally that no more charges for lunches will be accepted unless the student brings cash for each lunch or satisfies the balance on the account. Breakfast is free of charge for all

students and will continue to be served to all students no matter what the account balance may be. Students who qualify for free or reduced lunches will continue to receive lunch.

- E. The day after the verbal reminder that no more charges will be accepted, a sandwich, fruits, vegetables and milk will be offered at lunch at no charge to the student. (While schools are not obligated to provide meals to children who forget their money, USDA encourages schools to be flexible in this area; particularly with young children and with children with disabilities who may be unable to take full responsibility for their money.)
- F. The Foodservice Director may, at her/his discretion, contact a parent directly by phone or mail prior to offering a sandwich, fruits, vegetables and milk when the ability of the child to get the message home is in question. Assistance from school administration or social worker may be requested when above procedure is unsuccessful. Families are encouraged to contact the Foodservice Director to work out payment plans if needed. The school district must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- G. Anytime a student and/or parent feels that student's PIN number has been compromised, they will contact the food service director and the incident will be checked and the number will be changed.
- H. Any funds left in the family account at the end of the school year will carry over to the next school year. Seniors with no siblings remaining in the district will be issued a refund of any remaining funds at graduation practice. The student will be required to sign for the refund and documentation retained in the foodservice office for one year.
- I. Families who withdraw from the district may request a refund of any remaining funds.
- J. The meal charge policy will be communicated to families on a yearly basis via the District Newsletter and on the District Website. New students and families who transfer into the school district will receive a copy of the Meal Charge Standard Procedure at the time of enrollment.

Adopted: 7/20/17  
Revised: 12/20/2017