



AR 3550 Meal Service Charge

Meal Service Charge Procedures

PURPOSE: The purpose of this administrative regulation is to establish consistent meal charge account procedures throughout the district. Regular and consistent paid charges for meals help to alleviate unnecessary financial impact on the Food Service Department. The goals of this procedure are:

- To establish a consistent district practice regarding charges and collection of meal service charges
- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies and practices, and with students/parents/guardians/adults to the maximum extent possible
- To establish age-appropriate practices
- To encourage students/parents/guardians/adults to assume the responsibility of meal payments and to promote self-responsibility of the student

SCOPE OF RESPONSIBILITY:

School Office: Responsible for maintaining charge records and notifying the school district Business Office of outstanding balances. The office is also responsible for notifying the students' parents/guardians of low or outstanding balances.

School District: Responsible for supporting the Food Service Department in collection activities.

Parent/Guardian/Adult: Updated charge accounts or current payment.

PROCEDURES:

1. All Students
 - a. All students will be allowed to charge up to a maximum dollar equivalent of three (3) meals which will be known as the "account cap."
 - (1) These meals will include any item on the menu;
 - (2) Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
 - (3) When the child reaches the "account cap" they will only be offered designated a menu alternate meeting meal pattern requirements.
 - (4) The designated menu alternate will be charged to the child's lunch account at the standard lunch rate. It will be reported as a meal to the state and federal school lunch authorities and thus will be eligible for reimbursement. Parents/Guardians are responsible for payment of these meals to the food service program.



b. Middle and High School Students:

- (1) When a student has a negative balance, no a la carte items will be sold to the child.
2. Checks Returned for Non-Sufficient Funds result in a penalty fee that is charged by the bank to the District for a NSF check (consider including penalty amount?). The fee and the amount of the check will be charged to or deducted from the child/children's lunch account immediately upon notice from the bank. Payment for these charges must be received by the school office within ten (10) days of the notification in writing of non-sufficient funds by the District.
3. On June 1, the food service program begins to close the financials for the school year. As a result, all outstanding meal charge account balances must be paid in full by that time.
 - a. Parents/Guardians/Adults with outstanding account balances will be sent a written request for "Payment in Full."
4. Both schools maintain a record of all monies deposited and spent for each student's meal account; said record will be made available to the parent upon request.
5. Meals can be prepaid at any time. Prepayments are intended to be a convenience for families. Prepayments can be made by check presented to your child's school office, or online through RevTrak, which can be found at www.cordovasd.org under school links. This gives the parents the capability of using their credit/debit card for lunches and al la carte purchases. There are numerous advantages to using RevTrak, including updated account balances, e-mail notification of low balance accounts, and a history of purchases made by the student.
 - a. **Blocks on Accounts:** A parent may call or email the Office to place a block on their child's account to prohibit the purchase of a la carte items or set dollar caps.
- b. **Meal Charge Account Refunds**
 - (1) Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted within 90 days of departure to the school office.
 - (2) Graduating Students: Any funds remaining on a graduating students account will be transferred to a sibling's account, if applicable. All other graduating students will be issued a refund.
 - (3) Unclaimed Funds: All refunds must be requested within 90 days. Any unclaimed funds after 90 days will then become the property of the Cordova Public Schools Food Service Program.