

## Meal Accountability Procedures

The purpose of having meal accountability procedures is to establish a consistent and clear student meal purchasing process throughout the district.

Goals:

- To ensure that students have a healthy meal
- To treat all students with dignity and confidentiality in the serving line
- To foster clear and positive communication among staff, students and parents/guardians
- To establish consistent practices that are used throughout the district regarding meal accountability procedures
- To communicate the obligation of meal payments to parents/guardians and to promote self-responsibility of their students

### **Scope of Responsibility:**

#### **Food & Nutrition Department**

- Responsible for maintaining student meal account records
- Responsible for notifying the student's parent/guardian with phone calls, emails or written documentation when meal balances are \$5.00 and below

#### **Parent/Guardian**

It is the parent's/guardian's responsibility to provide the means for their student to be properly fed and ready to learn. In order to do

this, parents have three options:

1. Send a lunch from home
2. Provide money for the student(s) to purchase a school meal
3. Complete the free/reduced meal application to determine eligibility of meal benefits-  
[www.lunchapp.com](http://www.lunchapp.com)

#### **Meal Payments**

- Personal checks and cash deposits are accepted at the student's home school.
- For convenience, deposits may also be made with no fee by credit/debit card after setting up an account for the student(s) at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com).
- There is no retroactive approval of meal applications. Parents are responsible for payment of all school meals that are accumulated before approval is granted

- A determination letter will be sent to parents notifying them whether or not their student(s) have been approved for free or reduced meals.
- If a notification has not been received within ten days please check with the Food & Nutrition office to ensure the application has been received

**As a courtesy to families, we will allow limited meal charging under the following guidelines:**

The District feels that lunch balances are a matter for the district and parents. We will not communicate with students about negative balances directly. We will not implement any lunch shaming practices such as taking food from student, stamps or wristband, or having student perform chores to pay for meals

Elementary Schools send letters home weekly with any negative balance.

Emails are sent home when balances fall below \$5.00 if an updated email is in our system

All students are identified when negative amount reaches \$10.00. A phone call is made and a letter is mailed to home.

When negative balances reach \$20.00 at elementary schools and \$15.00 at secondary schools respectively a second phone call is made and a letter is mailed home. Teachers, Principal and Food Service Director will work with parents to collect negative balances.

No ala-carte will be given if a student has a negative balance.