

## **FAIRFIELD LOCAL SCHOOLS**

### **Board Policy JN-R – Cafeteria Meal Charges (Regulations)**

Fairfield Local School District's Food Service Department is self-supporting. It receives no money from the district's General Fund budget, tax levies or property taxes. Federal and State reimbursements and student payments cover all operating expenses and fees. Federal Law states that the Food Services Department's revenue must meet or exceed expenditures. Therefore, unpaid charges directly affect the ability of the Food Services Department to support itself.

The Board recognizes that on occasion, students may not have meal money, either in hand or on their prepaid accounts. The intent of this policy is to insure compliance with State and Federal reporting requirements and to provide oversight and accountability for the collection of outstanding student meal balances.

### **GOALS**

The goals of the Fairfield Local School District's Food Service Department are:

- to ensure that all students have a healthy meal and that no child goes hungry
- to treat all students with dignity and confidentiality in the serving line regarding meal account status
- to support positive and clear communication among staff, administrators, teachers, students and parents/guardians
- to encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student
- to establish a consistent practice regarding charges and collection of charges

### **GUIDELINES**

- Parents/guardians are asked to submit a Free and Reduced-Price Meal Application at enrollment and at the beginning of every school year. This is outlined on each student's FinalForms account.
- Throughout the school year, parents/guardians are encouraged to submit a Free/Reduced Meal Application. If the student qualifies, the effective date of qualification is the date the application is submitted. Meal charges may be adjusted based on effective date.
- For newly enrolled students, there is a 5 day grace period during which new students may receive meals without payment. This allows for the processing of meal eligibility applications.
- To assist in keeping students' accounts in good standing, parents are encouraged to pay for meals in advance by using the internet-based MySchoolBucks ([www.myschoolbucks.com](http://www.myschoolbucks.com)) or by sending cash or a check into the school. There is no fee for our parents/guardians to use MySchoolBucks.
- Students are not permitted to charge ala carte or extra meal items.
- Automated messages will be sent to the parent/guardian informing them of low and negative balances. The automated calls continue until the balance is brought back into good standing. Emails, phone calls and letters may also be used as additional means of communication.
- Direct Certification matching will be conducted at a minimum of 4 times per school year. If a student is a match, any charges on their account will be reviewed and adjusted accordingly.
- All balances (positive and negative) remaining on student accounts will be carried over to the following school year. This includes students who are attending CCP classes or JVS.
- Effective May 1st of each school year, no charging is allowed.

## **LOW OR NEGATIVE BALANCES**

- If a student's account reaches **\$3.00**:
  - cashier will tell the student they need meal money.
  - an automated phone message will be sent to the student's parent/guardian
- If a student's account reaches a **negative** balance:
  - the cashier will tell the student they need meal money.
  - an automated phone message will be sent to the student's parent/guardian
- If a student's account reaches **\$-5.00**
  - Head Cook sends letters home to parent/guardian each week
- If a student's account reaches **\$-10.00**
  - Head Cook makes call and sends letters home to parent/guardian each week

In certain circumstances, the

## **STUDENTS WHO WITHDRAW OR GRADUATE - POSITIVE BALANCES**

- Parents/Guardians Will Be Contacted (Either By Email, Phone, Letter)
  - At Parent's Request:
    - Money Can Be Transferred To Another Student
    - Money Can Be Refunded
    - Money Can Be Donated To Food Service Fund
  - Note: If There Is No Response From The Parent/Guardian After Three Months, These Funds Become Property Of Fairfield Local Schools Food Service Department

## **STUDENTS WHO WITHDRAW OR GRADUATE - NEGATIVE BALANCES**

- Senior Students
  - Seniors Will Be Informed Of Outstanding Fees Prior To Graduation.
  - Students Will Not Receive Their Diploma Until All Outstanding Fees are paid
- Withdrawn Students
  - Upon notification of withdrawal, secretaries will check for negative food service balance.
    - Parent/Guardian will be informed of negative balance and asked to pay
    - All unpaid meal charges will be referred to the treasurer for review and disposition

Records relating to those charges must be maintained in accordance with the record retention requirements (7 CFR 210.9(b)(17)).

***THIS IS A REQUIRED REGULATION***