

St Joseph Public Schools Breakfast/Lunch Charging Procedures

Purpose

The goal of the St Joseph Public Schools is to provide students with healthy meals each day.

However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the St Joseph Public Schools. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the St Joseph Public Schools provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

Policy

Full Pay Students – Elementary, Middle School and High School Students will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of five (5) meals to their account after the balance reaches zero. Once a student has charged those five meals, he/she will not be allowed to charge a la carte item, however he/she will be offered a designated menu alternate. Sample: Soy butter and jelly sandwich, veggie sticks, fruit and milk. This designated menu alternate will be charged to the child's meal account at the standard rate.

Free Meal Benefit - Free status students will be allowed to receive a free breakfast and lunch each day. To make ala carte purchases students must have cash or funds in they're lunch account.

Reduced Meal Benefit- Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of five (5) meals to their account after the balance reaches zero. Once a student has charged those five meals, he/she

will not be allowed to charge a la carte items, however he/she will be offered a designated menu alternate. Sample: Soy butter and jelly sandwich, veggie sticks, fruit and milk. This designated menu alternate will be charged to the child's meal account at the reduced rate.

There is a no charging policy for Adult lunch sales.

Students/Parents/Guardians - pay for meals in advance via www.sendmoneytoschool.com, by cash or with a check payable to SJPS Food Service. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over into the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at www.sendmoneytoschool.com or by speaking with the Food Service Director.

Weekly reminders for low and negative balances can be sent electronically to parents when they sign up to www.sendmoneytoschool.com. Letters from the Food Service Office will be sent home with the student biweekly.

Refunds - for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.