

## **MEAL CHARGE PROCEDURE**

While the food service department at the Stevenson-Carson School District strongly discourages meal charges, we understand that an occasional emergency may be necessary. The following guidelines have been developed to help parents understand the policy and their financial obligations.

### **CHARGING**

1. Students who charge a meal will only receive a reimbursable meal.
2. If a student owes charges they will not be able to purchase A LA Carte Items or additional meals.
3. Students without funds to pay for a reduced-price or full price meal are allowed to charge Breakfast and Lunch.
4. When money is put in the student's meal account the charges owed will be paid first. Each student has an individual account and we are unable to share/loan funds between accounts, even for siblings.

### **NOTIFYING THE HOUSEHOLD OF LOW OR NEGATIVE BALANCE**

1. SCSd may use an automated system to notify a household when the meal account falls into the negative. The student's household will be notified when a student's cafeteria account falls below \$0.00 by letters home via US Mail or e-mail and/or may receive a personal call.
2. Notifications to households will include the amount of unpaid meal charges, expected payment dates, and where to go for questions or assistance.
3. If a balance remains outstanding at the end of the year, the District will carry over the outstanding balances into the next year. Student report cards and diploma will be held until the fine is paid.

### **ASSISTANCE TO HOUSEHOLDS**

Parents are encouraged to pre-pay for lunch and breakfast by sending in money or through the fee payment system found on the website or through the school.

If you are unable to pay for school meals due to your economic situation, please contact the school secretary or Principal. Assistance may be available and eligible recipients could receive the regular school breakfast and lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program.

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