

2016-17 Elementary School Food Service Charge Policy

It is the responsibility of the parent/guardian to keep a positive meal balance in their student(s) account or to pack a lunch from home. The Food Service Department is self-supporting – no monies from the general fund help to operate the Food Service Department. Payments must be made promptly to ensure that the department can continue to operate in a fiscally responsible manner.

Elementary Students

We strongly discourage meal charges, but we understand that an occasional emergency sometimes makes it necessary at the elementary level. We care for the well-being of our students and therefore, no student will be denied a meal and no lunch tray will ever be taken from a student.

We ask that paid students do not incur more than **\$10.05 (3 full days of meals)** in negative meal charges and reduced students do not incur more than \$2.10 (3 full days of meals) in negative meal charges. This allows a parent/guardian adequate time to settle their student(s) meal account. Ala carte items are **not** allowed to be charged or purchased if a student has a negative balance beyond the charge limit.

Every effort will be made to notify the parent/guardian through negative account balance letters, memos and phone calls in an attempt to notify the parent/guardian of their student(s) balance.

Ultimately, it is the responsibility of the parent/guardian to monitor their student(s) meal account balance. This can be done through the schools' online payment program; mymealtime.com.

In the event parent(s)/guardian continue to maintain negative balances and the outstanding balance is not paid, the Food Service Department may choose to use other means to collect this debt. Students will be offered an alternative meal if outstanding balances are not paid. The alternative lunch is a complete meal consisting of a cheese sandwich along with all the side choices of fruit, vegetable and milk and will be charged at full price to the student's meal account and added to their owed balance.

On May 1st of each school year **all charging** will be stopped. ALL negative balances must be **paid in full** by the end of the school year. If a student has not been provided with a meal from home and continues to have a negative balance on the cutoff date an alternative lunch of a cheese sandwich along with all the side choices of fruit, vegetable and milk will be given to student. The alternative lunch is a complete meal and will be charged at full price to the student's meal account and added to their owed balance.

If your financial situation has changed you may qualify for free or reduced lunch assistance. Meal assistance applications can be found on the Griffith Public Schools web site or at your students' school office. Quick and convenient On-Line Applications are available as well. *Any charges incurred before the approval of meal assistance must be paid in full by the parent/guardian as applications cannot be applied retroactively.

2016-17 Secondary School Food Service Charge Policy

It is the responsibility of the parent/guardian to keep a positive meal balance in their student(s) account or to pack a lunch from home. The Food Service Department is self-supporting – no monies from the general fund help to operate the Food Service Department. Payments must be made promptly to ensure that the department can continue to operate in a fiscally responsible manner.

Middle and High School Students

At the middle and high school student(s) must start to take a greater responsibility of their meal accounts.

We strongly discourage meal charges, but we understand that an occasional emergency can occur. We care for the well-being of our students and therefore, no student will be denied a meal and no lunch tray will ever be taken from a student.

We ask that paid students do not incur more than **\$7.50 (2 full days of meals)** in negative meal charges and reduced students do not incur more than **\$1.40 (2 full days of meals)** in negative meal charges. This allows a parent adequate time to settle their student(s) meal account. Ala carte items are **not** allowed to be charged or purchased if a student has a negative balance beyond the charge limit.

Cashiers make every effort to notify students of low and negative account balances. **Ultimately, it is the responsibility of the parent/guardian to monitor their student(s) meal account balance.** This can be done through the schools' online payment program; mymealtime.com.

When a Middle or High School Student reaches the negative balance threshold and has not been provided with a meal from home or monies for their outstanding balance they will be offered an alternative lunch of a cheese sandwich along with all the side choices of fruit, vegetable and milk. An alternative breakfast will be offered that consists of a peanut butter sandwich along with a fruit and milk. The alternative lunch and breakfast are complete meals and will be charged to the student's meal account at full price and is added to their owed balance.

In the event parent(s)/guardians continue to maintain negative balances and do not respond with payment the Food Service Office may choose to use other means to collect this debt.

On May 1st of each school year **all charging** will be stopped. ALL negative balances must be **paid in full** by the end of the school year. If a student has not been provided with a meal from home and continues to have a negative balance on the cutoff date an alternative lunch of a cheese sandwich along with all the side choices of fruit, vegetable and milk will be given to student. An alternative breakfast will be offered that consists of a peanut butter sandwich with a fruit and milk. The alternative lunch and breakfast are complete meals and will be charged to the student's meal account at full price and is added to their owed balance.

If your financial situation has changed you may qualify for free or reduced lunch assistance. Meal assistance applications can be found on the Griffith Public Schools web site or at your students' school office. Quick and convenient On-Line Applications are available as well. *Any charges incurred before the approval of meal assistance must be paid in full by the parent/guardian as applications cannot be applied retroactively.