

SUBJECT: FOOD SERVICE ACCOUNT CHARGING REGULATION

Student Accounts

Although not required by law, because of the District's participation in the Child Nutrition Program, this regulation establishes a system to allow students to charge meals. Charging a meal is a courtesy that the Marcellus Central School District extends to its students in the event that a child does not have available funds to purchase a school lunch. Although the following opportunity for charging of meals is afforded to students, parent(s)/guardian(s) should ensure accounts are adequately funded.

Grace Period

- a) There is no grace period. All students may charge for a reimbursable breakfast and/or lunch when a negative balance exists, but are not permitted to purchase (with either cash or charge) snack/a la carte items as long as a negative balance exists on their cafeteria account.
- b) If, at the end of the school year, the District allows students to accumulate charges and those charges are not paid, the school will subsidize the nonprofit school food service account for all unpaid meals by June 30th of each year. The subsidy will be from the general fund.

Notification

The following protocols are to be used to communicate with parent(s)/guardian(s) regarding low balances to assist them in ensuring that their child's accounts are adequately funded:

- a) The district utilizes a computer system that allows for parents to receive e-mail notifications when their child's balance drops below an amount specified by the parent. The district encourages parents to take advantage of this feature, and provides information via the district's web site and via periodic communications throughout the year.
- b) The district also utilizes a computerized messenger system that places a phone call every Tuesday and Thursday to parents/guardians for any negative balances greater than \$2.00. The system will continue to call every Thursday until the negative balance is less than \$2.00.
- c) Each cafeteria distributes notifications to parents/guardians whose child(ren) have a negative balance that exceeds the value of two reimbursable meals on a weekly (KCH) or a monthly (DMS & SHS) basis via postal mail.
- d) On a weekly, biweekly and/or monthly basis, the Food Service Director will generate a list of negative balances exceeding the value of four reimbursable meals and forward to the building principal for their use in addressing concerns regarding negative balances.

Adult Accounts

All adults, including staff and faculty of the Marcellus Central School District, are required to pay for meals at the time of service using a pre-paid account or cash.