Meal Charge Policy

1. **Purpose**

   The goal of Hilldale 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 Hilldale Public Schools. The provisions of this policy pertain to regular priced school breakfast and lunch meal 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, Hilldale Public Schools provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

2. **Policy**

   Full Pay Students – Elementary and Middle School Students must prepay or pay cash that day for all meals. 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 but will be offered an alternate menu. Sample: sandwich, fruit, and milk. This alternate menu will not be charged to the child's meal account. He/she may not charge a la carte items.

   High School Students- High School students must prepay or pay cash at the register for all meals and a la carte purchases. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will not be allowed to charge but will be offered an alternate menu. Sample: sandwich, fruit, and milk. This alternate menu will not be charged to the child's meal account. He/she may not charge a la carte items.

   Free Meal Benefit- Free status students will be allowed to receive a free breakfast and lunch each day. A la carte must be prepaid.

   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 meals, he/she will be offered an alternate menu.

Sample: sandwich, fruit, and milk. This alternate menu will not be charged to the child's meal account. A la carte must be prepaid.

Parents/Guardians are responsible for meal payment to the food service **p**rogram. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the 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 or by speaking with the cafeteria manager.

Student/Parents/Guardians pay for meals in advance via www.payschools.com **by** credit or debit card or send check payable to Hilldale Food Service. If you send money with elementary students please place it in an envelope with the student's name and teacher's name on it.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted to the cafeteria manager. 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 .

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of Hilldale Public School Food Service Program.

Balances Owed collection of owed balances will follow the policies and
 procedures set by Hilldale Public School Board of Education.

Teachers and Support Staff must prepay or pay cash at the register for all meals and a la carte purchases. You may charge 5 meals to your account then until your balance is paid off you will not be able to charge any more meals.