

WEST CLERMONT LOCAL SCHOOL DISTRICT

Child Nutrition Department

Meal Charge and Alternative Meal Procedure



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The purpose of this procedure is to establish consistent meal account practices throughout the district.

The goals are to:

Ensure all students receive a nutritious meal and to prevent any child from going hungry. Treat all students with dignity and confidentiality in the serving line. Support positive and clear communication among staff, administrators, teachers, students and parents/guardians. Establish fair practices that can be used throughout the school district. Encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student. Establish a consistent practice regarding charges and collection of charges.

Scope of Responsibility:

The Child Nutrition Department will be responsible for maintaining charge records and notifying the parent/guardian of any outstanding balances and need for payment via email, telephone or written documentation.

The Café Managers will notify the building principal via email at the end of each month. **Adults are not permitted to charge.**

Administration:

Students K-12 will be allowed to charge a maximum of \$5.00. Alternate meals will include only items that are components of a reimbursable meal. After the \$ 5.00 charge limit is met, the student will be given an alternate meal. Sample: EZ Jammer and Mozzarella Cheese Stick or Student Chef Salad, vegetable and/or fruit of their choice and milk. After the charge limit has been reached, the cafeteria manager will be directed to place a call and/or send an email notification to the parent. **Parents/Guardians registered in Titan may sign up for email notification when the limit specified by the parent is met on the student account.**

Notifications will indicate:

Debt balance. An alternate meal has been/will be provided. Process to apply for free/reduced meals.

The Manager will document the amount owed, noting the 1st occurrence and the date(s) notification was sent to the parent. This is for interdepartmental record keeping purposes.

When a parent/guardian has applied for free/reduced meals but before the school has been notified of eligibility, the student will be given an alternate meal.

****Note: Any charges incurred pending final approval from Child Nutrition of free/reduced status is the responsibility of the parent/guardian.***

On May 1st each school year, all charging will be discontinued (with the exception of Alternate Meal Charges). Parent/guardians will be requested to remit "Payment in Full" of any outstanding debt. At no time may ala carte items be charged. When meals charges are present, balance must be paid in full prior to any ala carte purchases being made.

Parents will be notified of a delinquency in the student's account when it is necessary for the student to begin receiving alternate meals. This is to give the parents time to send a check or cash to school with their child. Please remit all checks to your child's school cafeteria. Parents may also pay for school meals online through the Pay Schools Central link.

This institution is an equal opportunity provider.