

## **Charge Policy 2024-2025**

Carlisle Local Schools Food Service Program recognizes that adequate nutrition is essential to students' mental, physical and academic growth. All children (grades K-12) participating in the School Breakfast Program and National School Lunch Program, whether at a free, reduced or paid rate, will receive a breakfast and/or lunch meal that meets USDA requirements, regardless of whether the students have sufficient money in the meal accounts or cash-in-hand to pay for the cost of the meal at the time of service.

### **Purpose:**

Although it is the responsibility of the parent/guardian of each child to supply lunches/or money for lunches for their children, the department recognizes that there are times they are unable to do so. This policy is established to provide consistent meal charge account procedures throughout the district in order to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

### **Policy Goals:**

1. To treat all students and families with dignity and respect.
2. To establish a consistent District policy regarding charges and collection of charges.
3. To encourage parents and guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
4. To support positive interactions with District staff, business policies, students and parents/guardians to the maximum extent possible.

### **Procedures:**

1. Child is reminded that they have a charge and they will not be allowed to buy ala carte items or extras while his account is in a negative balance.
2. Email sent to parent or guardian
3. Call home
4. Letter sent home
5. 2<sup>nd</sup> letter sent home along with an application in case the family situation has changed

If a student is without meal money on a consistent basis, the Food Service Department will work with administrators and/or the school's social worker to investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced priced meals for their child.

If there is no response and/or the charging continues we will ask the school social worker to contact the family to see if there is any assistance they need in getting help.

Please keep in mind that the district policy states that all unpaid fees and debt be paid before a student may participate in High School graduation.