

Berkley Charter School Unpaid Meal Charge Policy

PURPOSE/POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout our food service program.

Unpaid charges place a financial strain on the food service department. The goals of this policy are:

1. To treat all students with dignity in the serving line regarding meal accounts
2. To establish policies that are age appropriate
3. To encourage parent/guardian to assume the responsibility of meal payments
4. To promote self-responsibility of the student
5. To establish a consistent district policy regarding charges and collection of charges.
6. Children who qualify for free meals will never be denied a reimbursable meal.
7. The school will prevent overt identification of children eligible for free, reduced price, and paid meals.
8. Households and transfer households will be provided a written copy of the meal charge policy.

SCOPE OF RESPONSIBILITY:

The Food service department: Responsible for maintaining charge records and notifying the student's parent/guardian with written documentation of outstanding balances.

The School: Responsible for assisting in collection of outstanding balances.

The Parent/Guardian: Immediate payment. If immediate payment is not possible, make payment arrangements with the cafeteria manager and to have their child eat breakfast at home and provide a packed lunch from home daily to keep negative balances from continuing to accrue.

ADMINISTRATION:

1. Student groups:

- a) Elementary students: will be allowed to charge all available (breakfast and lunch) reimbursable meals. Elementary students with a negative balance of \$10.00 or greater are encouraged to eat breakfast at home and bring a packed lunch from home daily until the balance is brought current.
- b) Middle school students: will be allowed to charge all available (breakfast and lunch) reimbursable meals. Middle school students with a negative balance of \$10.00 or greater are encouraged to eat breakfast at home and bring a packed lunch from home daily until the account is brought current.
- c) High school students: will be allowed to charge all available (breakfast and lunch) reimbursable meals. High school students with any negative balance are encouraged to eat breakfast at home and bring a packed lunch from home daily until the account is brought current.

2. No charges will be allowed for ala Carte foods and beverages or "extra" items (a second milk).

3. Students with negative balances will be contacted by the school or the food service department. This will be done either as a written letter, electronic e-mail, or phone call to the household.

- a) Parents/Guardians will be sent a written request for payment in full.
- b) All charges not paid before the end of the school year will be carried forward into the next school year.
- c) All charges must be paid in full. Failure to do so will result in not being issued a schedule and/or other consequences set forth by the individual school for not maintaining positive account balances (failure to pay all obligations).

4. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals anytime during the school year.

Board Approved 2/17/2017