

Non-Instructional/Business  
Operations

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH & BREAKFAST)**

As part of policy 5660 the Board of Education has authorized the charging of meals. Further, the Board of Education has directed the Superintendent to develop rules for the system used for identifying and recording charge lunches and the system used for collection of repayments.

Charge Collection System

1. Grades K-12 are permitted to charge meals to a maximum of \$15.00. When the charges reach \$8.00 a warning letter shall be generated by the School Lunch Authority and mailed via the USPS notifying the parent(s)/guardian(s) of the amount of charges incurred to be paid.

Charge Collection System – All Meals

1. If either the warning and/or final notification letter is returned because it was not able to be delivered, the letter will be forwarded to the appropriate building Principal to make contact with the parent(s)/guardian(s).
2. A letter shall be sent home at the end of the school year and prior to the start of the new school year informing the parent(s)/guardian(s) of any outstanding charge balances.

Superintendent Approved: 7/25/07  
Superintendent Revised: 5/3/13  
Superintendent Revised: 7/31/14  
Superintendent Revised: 8/25/17