

REGULATION

2011

5660-R

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-5 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. A meal consisting of a cheese sandwich with milk and fruit will be offered at no cost to the child when account balances are at \$15.00 or more.
2. Grades 6-12 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. A meal consisting of a cheese sandwich with milk and fruit will be offered at no cost to the child when account balances are at \$15.00 or more.

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. If maximum charging limits are met and payment to satisfy the charges is not made the student(s) shall not be permitted a choice of meal and shall be provided an alternative meal for breakfast and lunch.
3. 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. Student(s) with outstanding charges from the prior school year will not be permitted to charge any meals until the outstanding balance has been satisfied.

Superintendent Approved: 7/25/07

Superintendent Revised: 5/3/13

Superintendent Revised: 7/31/14