

## **Governor Mifflin School District Meal Charging Procedure** 6/24/17

Governor Mifflin School District participates in the National School Breakfast and Lunch program administered by the United States Department of Agriculture ("USDA"). Students who meet the criteria for eligibility for free or reduced benefits under USDA regulations will not be denied a breakfast or lunch meal for any reason. **It is the parent/guardian's responsibility to apply for free or reduced price benefits through SchoolCafe.com.**

**Meal Charging Guidelines.** GMSD shall follow the guidelines below for unpaid meals for the designated school/grade level group. **Students will not be allowed to charge a la carte when the account is negative.**

- a. **Elementary and Middle Schools:** Elementary and Middle School students will be allowed to charge breakfast and lunch. When a student's balance falls below \$0, they will not be able to purchase a la carte or snack items.
- b. **High School:** High School students who forget money, or deplete their accounts will be allowed to charge breakfast and lunch meals only up to a -\$25.00 and WILL NOT be allowed to charge, any la carte and snack items until the balance is fully satisfied. When a -\$25.00 is reached, no more meals will be provided to the student and the student should plan on packing their lunch until the balance is satisfied. When the District's school year reaches the last two weeks, there is no charging allowed in the high school. Any negative balance at the end of the school year, will be consider an obligation and can keep them from participating in school activities.
- c. When a student's account reaches a negative balance, an email will be sent to the guardian/parent. When the maximum credit limit, at least one (1) advanced written warning (shall be given to the student and parent/guardian.
- d. **Adult Meals:** Staff **may not charge** meals, a la carte or snack items.

**Low and Negative Balance Notification Procedure: Parents are strongly encouraged to enroll in SchoolCafe.com to set up notification alerts and view their child's account.**

- Students will be verbally notified by the cashier when accounts are getting low
- Parents can setup low balance alerts at SchoolCafe.com
- Negative balance letters will be sent or emailed twice a week
- Building Principal will be informed when a student's account reaches a negative (\$10.00) and will work with families to satisfy outstanding balances
- All debts must be paid off at the end of the school year
- Any negative balance left at the end of the school year will be considered an obligation and are to be paid.

**Insufficient Funds Fee:** There is a **\$25.00 charge** for Checks returned for insufficient funds.

**This institution is an equal opportunity provider.**