

Governor Mifflin School District Student Meal Charging Procedure

District Guidelines 12/6/17

To our Governor Mifflin Families,

Governor Mifflin School District participates in the National School Breakfast and Lunch program administered by the United States Department of Agriculture ("USDA"). **It is the parent/guardian's responsibility to apply for free or reduced price benefits through SchoolCafe.com.**

Low and Negative Balance Notification Procedures: Parents are strongly encouraged to enroll in SchoolCafe.com to set up notification alerts and view their child's account. Emails will be sent to notify a low or negative balance. It is recommended to be set at \$5.00.

Students will not be allowed to charge a la carte when the account is negative.

Meal Charging Guidelines. GMSD shall follow the guidelines below for unpaid meals.

- A student who requests a school meal must be provided with one regardless of whether the student has money.
- A student's tray is to never be taken away from them after being served due to the student's inability to pay for the meal or the amount owed.
- A student may only purchase a la carte if they have money available. A student will be informed that they have no money for ala carte or they need cash to pay for it.
- Ala cart sales will not be allowed if a negative balance.
- If you prefer, you have the option to make online payments though this website with a fee of \$1.75 per transaction. We will still accept checks and cash in an envelope marked with your child's name, homeroom and ID number. By using **SchoolCafe.com**, you also have the option to make restrictions on limits on ala cart purchases as well as being able to view their transactions as well as **applying for Free or Reduced Meals.**
- A student will not be used as a communication channel to the parent/guardian. All communications must be directed to the parents or guardian, NOT the students regarding negative accounts.
- Communication such as emails and letters will be sent to the parent/guardian before the student's account begins to run low, but it must be directly with the parent and not the student.
- If a child's accounts fall into the negative, a balance notification email will be sent, followed by a letter mail to the home.
- When a student reaches five unpaid meals, the school must make at least two attempts to reach the parent/ guardian.
- Negative or low balance emails will be sent every day until a payment is made.
- A Letters will be sent to the household if no payment is made towards the negative account by the Food Service Director.

- Building Principal will be informed when the food service department of a non-response from the parent/ guardian about the negative account and will proceed by direct communication with the parent/ guardian.
- If there is a non-response to the principal, the Chief Financial Officer will be informed and additional collection measures will be pursued.
- 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.

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To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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