

**Procedure 0902.01-Pr(1): School Nutrition Program Management - Meal Charges**

**Status:** ADOPTED

**Original Adopted Date:** 05/12/2003 | **Last Revised Date:** 07/15/2019 | **Last Reviewed Date:** 07/15/2019

Elementary School

- Students may charge any combination of meals up to a value of \$15.00
- No snacks or a la carte items may be charged, with the exception of milk
- When charge limit is reached, a substitute sandwich, such as SunButter or cheese, fruit or vegetable and milk will be served for lunch; toast, fruit and milk will be served for breakfast
- Allergies will be taken into consideration
- Balance notification for those accounts less than \$5.00 will be communicated to households on a bi-weekly basis

Middle School

- Students may charge any combination of meals up to a value of \$15.00
- No snacks or a la carte items may be charged, with the exception of milk
- When charge limit is reached, a substitute sandwich, such as SunButter or cheese, fruit or vegetable and milk will be served for lunch; toast, fruit and milk will be served for breakfast
- Allergies will be taken into consideration
- Students whose balance falls below \$5.00 will be notified of their balance at the cash register.
- Balance notification for those accounts less than \$5.00 will be communicated to households on a bi-weekly basis

High School

- Students may charge any combination of meals up to a value of \$15.00
- No snacks or a la carte items may be charged, with the exception of milk
- When charge limit is reached, a substitute sandwich, such as SunButter or cheese, fruit or vegetable and milk will be served for lunch; toast, fruit and milk will be served for breakfast
- Allergies will be taken into consideration
- Students whose balance falls below \$5.00 will be notified of their balance at the cash register.
- Balance notification for those accounts less than \$5.00 will be communicated to households on a bi-weekly basis

Adults

- Adults will not be allowed to charge meals or a la carte items
- Adults must have cash or a sufficient account balance to make a purchase
- Adults will be notified of their balance verbally at the cash register when the balance falls below \$5.00

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Meal account balances and history shall be made available online 24/7 through a secure system.

Meal Charge procedures shall be communicated in writing and made available to students and families.

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