

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Food Service - Meal Charge**

FM415

The purpose of this policy is to establish consistent meal account procedures throughout the District in the provision of meals to students and staff.

GENERAL STATEMENT OF POLICY

- A. Grand Ledge Public Schools recognizes the parent/guardian’s responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B. It is the policy of the District to offer breakfast and lunch at school. The Food Service Department strives to produce quality meals in an efficient and fiscally responsible manner. Federal regulations require the serving of a standard school meal consisting of meal components such as meat/meat alternates, grain, vegetables, fruits or juice and milk.
- C. The Food Service Department utilizes a computerized POS system requiring prepayments. Students may purchase meals when funds have been deposited into their personal account. Cash payments are always accepted and students selecting ala carte selections can use either cash or positive food service account funds.
- D. Account balances must be kept current with a positive balance to draw upon. The food service account works similar to a checking account. When a meal or item is purchased, the amount is deducted from the student’s account.
- E. Families may apply for free/reduced meals anytime during the school year. Applications are available at the District offices and online on the District website.

PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

Food service account balances are available at www.familyportal.cloud. Statements may be requested from the Food Service Department via email or telephone anytime.

- A. The Food Service Program is a pre-payment program. Students are expected to have a positive balance in the food service account at the beginning of the year and during the course of the school year. Payments may be made at the café register, in the school office, via mail or online.

- B. Parents/guardians may opt to receive email notifications when a student's account balance drops below a parent determined level.
- C. If a student's food service account drops below \$0.00, an automated notification will be sent to parents/guardians.
- D. Ala carte items, such as bottled water or other beverages, packaged snacks and single entrée items, may be purchased using cash by students with negative food service account balances.
- E. Assistance from other school personnel may be requested when the above procedures are unsuccessful.
- F. Student meal service accounts ending the school year with a negative balance will be handled in accordance with the District's uncollectable debt policy.
- G. Student meal service accounts ending the school year with a positive balance will be carried forward to the following school year. The positive account balance for a student graduating or leaving the District may be refunded to the parent upon written request. If the parent has not requested a refund within one year of the student leaving the District, balance of \$25 or more will be sent to the State of Michigan as unclaimed property. Balances below \$25 will be used to satisfy negative balances for free or reduced student accounts.

MEAL SERVICE FOR STUDENTS WITHOUT SUFFICIENT FUNDS

- A. A student that forgets his/her lunch money, or has a negative food service account balance, may charge a standard school meal to their account. Full payment is expected the next day.
- B. Students with a negative food service account balance, or without cash available for payment, will not be able to purchase ala carte items. The student will be notified that they do not have sufficient funds and asked to return the items. Students will always be allowed to charge a standard school meal and will be offered additional components to create a standard meal.

STAFF MEALS

Staff meals may be purchased at a price determined by the Food Service Department. There will be no complimentary staff meals. Staff must have sufficient funds in their food service account or pay cash at the time of service. No charging is allowed for staff.

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