

## **MEAL CHARGING PROCEDURE**

Michigan Department of Education(MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policies for meal charges. Following the administrative guidelines from MDE and NSLP Stephenson Schools will adhere to the following meal charge policy:

- A staff or student may charge up to \$10.00 Negative.
- At \$10.00 Negative an alternate meal will be given to students who have reached this amount.
  - This alternate meal will consist of a peanut butter jelly sandwich, milk and apple and will be charged to the account of the student as a reimbursable meal. If a child is allergic (with a doctor's note) to peanut butter, a cheese sandwich will be substituted.
- A student (Full Pay, Reduced, or Free) cannot purchase extra servings, or any ala carte items with any negative balances.
  - This alternate meal applies to students of reduced status and full pay status at the Middle School and High School level only.
  - If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.
- The Food Service department will coordinate communications with the parent/guardian to resolve the matter of unpaid charges. Phone calls are made to larger negative balances, so please make sure your phone number is up to date with the school. Emails are also sent weekly by our system that we use for our lunch program. Please make sure your email is up to date with the school. A student may be called down to the office to remind them that lunch money is needed. They also will be told discreetly in person.
- All accounts must be settled at the end of a school year. Negative balances not paid in full before the start of the next school year will force the District to turn this negative fund into collection agencies or small claims court. We don't want to resort to this so please keep your account up to date. Seniors will need to have balances paid before their paper to graduate can be signed by the food service department. Balances owed will follow the School Policy on Student Fees, Fines, and Charges and Demand for Payment.
- The District cannot go on indefinitely feeding students for free. Unlimited charged meals would not be fair to the vast majority of students/parents who are paying for their lunches. Unpaid lunches would ultimately affect lunch prices. Deposits can be made on line at Meal Magic Family Portal or in the office at your child's school. Please put money in an envelope labeled with the child's first and last name.