

CHARGE PROCEDURE

Scott County Schools

Department of Nutrition Services

The Scott County Board of Education's meal charge procedure states that no more than \$10.00 (full-price students) and \$2.15 (reduced-price students) can be charged by any preschool or elementary student of the Scott County school system. This is the approximate value of three (3) breakfast and three (3) lunch meals. Please see price list below for more details.

What happens if an elementary student charges a meal?:

Upon the first charge a letter will be sent home with the child to communicate the charge to the parent(s) and inform them of district procedure. On the third charge a phone call will be made to let parents know their child cannot receive the regular menu items once the charge limit has been met. If a phone call is not possible another letter will be given to the child's teacher to be sent home with the child on the day of the third occurrence.

After the maximum charge a courtesy meal will be provided to the student. This meal consists of a sandwich and milk. A courtesy meal offering will only be provided up to five (5) occurrences. Once the limit has been met, no other food will be provided. When this occurs, the Family Resource Coordinator will be notified to set up a home visit with the family. The Principal will also be notified at this time.

A copy of the list of students needing the courtesy offering will be given to the teachers of the respective students each morning. Teachers will discretely discuss with the student, prior to meal time, that they cannot receive the regular meal that day in the cafeteria.

Please be advised, Ala Carte items cannot be charged. Students with outstanding accounts will not be allowed to purchase Ala Carte items including milk and juice.

Parent Responsibility:

If your child receives a letter indicating a meal has been charged, parents must pay the entire balance of the student account in full. Additional money, beyond the outstanding account deficiency, must be deposited in the student's account to ensure money for student meals.

If you have questions regarding the account balance, please contact the Food Service Manager at your child's school. We also offer an online account monitoring system which allows daily tracking of student meal accounts. Visit the website at www.mealpayplus.com for more information.

Middle and High Schools:

No charges for meals or other items are allowed at the middle or high schools. If a student gets to the point of service (cashier) and realizes they have no money, the student will be asked to speak with the Nutrition Service Manager. At this point the Youth Service Center Coordinator may be notified to set up a home visit with the family.

Please be advised, federal lunch program regulations specify that absolutely no charging by adults is permissible.

Breakfast and Lunch Meal Prices for the 2011-2012 School Year

| | <u>Breakfast</u> | <u>Lunch</u> |
|-----------------|------------------|--------------|
| Grades K-5 | \$1.35 | \$1.95 |
| Grades 6-12 | \$1.45 | \$2.25 |
| Board Employees | \$1.90 | \$3.15 |
| Adults Visitors | \$2.65 | \$4.15 |
| Reduced | \$0.30 | \$0.40 |
| Milk & Juice | \$0.50 | \$0.50 |