

# **ELYSIAN FIELDS ISD**

## **POLICY & PROCEDURE**

### **CHARGE POLICY for STUDENT'S MEAL ACCOUNT**

The Elysian Fields ISD Food Services Department is dedicated to providing safe, quality, and nutritionally balanced meals in accordance with established United States Department of Agriculture (USDA) guidelines for the National School Lunch Program (NSLP).

In addition, EFISD is dedicated to following the rules, regulations and processes required by USDA, The Texas Department of Agriculture (TDA) and just following good business practices.

The food service department will send each student a free/reduced meal application at the beginning of the school year or upon enrollment into the district.

The food service cashiers will ensure that all students select a reimbursable meal. Should the student not select a reimbursable meal, that student will be charged a la carte prices.

Cashiers will take cash and check payments from students or their parent/guardian and will apply it to the correct meal account. On-line payments can be made via [MySchoolBucks.com](http://MySchoolBucks.com).

A food service manager or director will print out account activity or make notes such as limits on daily a la carte spending in the student's meal account when requested by the parent/guardian.

The food service department has a no check cashing policy. Any check given to credit a student's meal account will be applied in full to the meal account(s).

Any returned check from the bank for non-sufficient funds will result in backing out the payment transaction on the student's account.

Elysian Fields ISD has established a charge policy in order to give students an opportunity to charge meals should they forget to bring lunch money and have no credit on their cafeteria meal account.

- Each student may charge up to \$20, for meals only, on his/her meal account
  - Students will be notified when their account is at \$5 or less with a "payment owed" slip to be given to the parent/guardian
  - Parent/guardian will receive a letter when the account goes negative.
  - Parent/guardian will receive a 2<sup>nd</sup> letter when the account reaches -\$10
  - Parent will be called by the food service manager or director if the account reaches -\$15. They will be notified that the student will begin receiving an

alternate meal if the account reaches -\$20. At this time a payment schedule can be discussed

Parent/guardian will be called by the Principal when the account is one meal charge from the maximum charge to inform them to send money to pay on the account or to begin sending a packed lunch for their student. Otherwise the student will be offered an alternate meal once the account reaches -\$20 until a payment is made or payment arrangements are made on the account

Attempts of notification will be documented and kept on file for correspondence back-up

Note: If a student is below the -\$20 limit and needs to charge a meal that would place the account over the limit, the student will be allowed on that day, to charge the meal. Any further charges would not be allowed after the limit is met.

- During the grace period, the student will continue receiving a full, reimbursable lunch and their account will be charged accordingly until they reach the -\$20 limit.
- Once the account reaches the charge limit:

The SN manager or director will notify the campus Principal/Asst. Principal.

The Principal will call the student to the office to privately notify them to only select an alternate meal at lunch until a payment or payment schedule is made on their meal account

An alternate meal consists of: 1 serving of milk, 1 serving of fruit and 1 serving of vegetable and is charged to the school's general fund for food service reimbursement

Letters & calls will continue to be attempted until funds have been paid

Any unpaid funds can result in: no field trips, no report cards, no graduation ceremony and no class parties until the funds have been paid

- In some Situations, The Business manager can choose to use the Angel Fund.

The food service director will contact the Business Manager/Superintendent to see if there is money in the Angel Fund to cover the cost of the meal to prevent the student from receiving an alternate meal. The quantity of payments made to the student's account will depend on individual circumstances and funds.

- If there is no money in the Angel Fund:
- No snacks or a la cartes may be charged to an account except for employee's children (see note below)
- All unpaid funds owed to the food service department will be paid from each campus where the charge is accrued by their individual Activity Funds before the closing of the school year.
- Any grants for unpaid balances will be applied to unpaid accounts before charging the activity funds.

A student whose parent/guardian is an employee of EF ISD may charge his/her meals to the student's cafeteria account. The student's negative balance is checked each month and deducted from the payroll of the parent/guardian. The negative balance may reach more than the limit of -\$20, but the employee will have earned enough pay to cover the balance over the limit and therefore be deducted from the employee's pay.

The food service account will be reimbursed by applying the payments from the Angel Fund to the student's NutriKid meal account. Then funds will be transferred to the cafeteria bank account.