



## School Meal Charge Policy

Refer to Board Policy 8550

The District recognizes that healthy, nutritious meals are an important component to student readiness and ability to learn, however, unpaid meal charges place a financial burden on the Food Services Department. The purpose of this letter is to ensure we have a shared understanding of expectations.

### What is the policy?

Charging for school meals refers to any time a student does not have enough money to cover the price of a meal at the point of sale whether it be a full price or reduced-price meal. Families are expected to pay for all meals charged. Our District's standard practice is as follows:

- *High School*: No charging allowed for students; payment must be made by cash or on account through their PaySchools account.
- *Middle School*: Charging of five lunches is extended to all students; if no funds are available for the sixth lunch, students will be given and charged for a nutritionally balanced alternative basic lunch until PaySchools funds are replenished.
- *Elementary School*: Charging of five lunches is extended to all students; if no funds are available for the sixth lunch, students will be given and charged for a nutritionally balanced alternative basic lunch until PaySchools funds are replenished.
- *Students in arrears will not be able to purchase a la carte, snacks or beverages.*

### How do I pay for lunch?

- Funds can be added to your Payschools Central accounts at <https://www.payschoolscentral.com/> or a check may be brought to the cafeteria prior to lunch periods.
- PaySchools Central payment fees are as follows:
  - \$0.00 - \$24.99 – Fee equals \$1.65
  - \$25.00 - \$49.99 – Fee equals \$2.00
  - Greater than \$50.00 – 4.5%
  - Check fee is \$1.75

### How do I get notified of a low or negative balance?

- Reminder letters will be emailed monthly to parents who have a valid email address in PowerSchool.
- Parents may be notified through a free automated email when they register for PaySchools Central and choose this option.
- Cashiers remind students at the register when balances are low.
- Unpaid meal charges will be carried over at the end of the school year to the next school year and will be subject to this same practice.

***If a financial hardship exists, families are encouraged to apply for free or reduced-price lunch for their child. Applications are available on our website at: [https://www.spfk12.org/free\\_reduced](https://www.spfk12.org/free_reduced) or at each school.***