



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. Charlotte Public Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. We understand for our students to excel in the classroom, proper nutritional intake is necessary for success in the classroom.

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 a resourceful 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.

THIS POLICY PROHIBITS THE FOLLOWING

- A. Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to wear a wristband or handstamp.
- B. Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to perform chores or other work to pay for school meals
- C. Prohibits the requiring of students to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative balance
- D. Prohibits the direct communication with a student about a negative balance unless your district has unsuccessfully attempted to contact the student's parent or legal guardian first through telephone, mail, and electronic mail
- E. Prohibits discussing a negative balance with a student in the presence of other students

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 [Login - Powered by Skyward \(charlottenet.org\)](https://charlottenet.org). 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 will 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 \$5.00, 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 will be addressed according to the School Nutrition Pre-Paid Account Balance Administrative Guideline
- H. If a student is no longer actively enrolled and they do not have any siblings in the District and they have a prepaid account balance of...
 - A. Less than \$5.00, the funds will be considered a donation to the School Nutrition Department and will be applied using the guidelines for donations.
 - B. Less than the Michigan's Unclaimed Property Act threshold and greater than \$5.00, a letter will be sent to the payor account holder (parent or guardian of student) notifying them of the current prepaid account balance and providing them with 10 business days to respond with a request for a refund. If a refund request is not received before the deadline, the prepaid funds will be considered a donation to the School Nutrition Department and will be applied using the guidelines for donations.
 - C. More than the Michigan's Unclaimed Property Act threshold, a letter will be sent to the payor account holder (parent or guardian of student) notifying them of the current prepaid account balance and providing them with 10 business days to respond with either a request for a refund or request to donate funds toward student accounts with a past due/delinquent balance. If a response is not received then the prepaid balance will be reported and released to the State of Michigan in accordance with the Michigan Unclaimed Property Act.



MEAL SERVICE FOR STUDENTS WITHOUT SUFFICIENT FUNDS

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.

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 eat a standard school meal and will be offered additional components to create a standard meal.

At the end of each week, negative balance letters are sent via USPS requesting payments. If a letter is returned, the Food Service Department will contact the family to confirm their address, coordinate with our building secretaries to update the address in Skyward if needed, and resend the letter via USPS certified mail.

Should the negative balance get to **-5.00** or more will be communicated with the building principal and a paper copy of the Education Benefit Form will be mailed home. The Food Service Office will call the household to let parents/guardians know that they cannot purchase ala carte items until funds are deposited into the family Skyward account.

All Schools: Meals that do not include a fruit or vegetable do not meet the state's standard for reimbursement. These meals must be charged to the student's account as ala carte charges regardless of their status for free or reduced meals. This includes students just getting a milk. Their account will be charged **fifty cents** if they don't get two other food groups (one of which being a fruit or vegetable).

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.

For Questions or comments please contact Brent Bishop, Food Service Supervisor, or Meagan Mosher, Food Service Administrative Assistant for Charlotte Public Schools.

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