

## Meal Charge Procedure

The goal of Louisville City Schools Nutritional Services Department is first and foremost to provide healthy and nutritious meals to our students so they can better function and learn at school. As a self-sustaining enterprise fund, we must generate funds through student and adult meal sales, snack sales, and federal and state reimbursements in order to pay all operating expenses.

When lunch money is forgotten, we have established the following procedures to:

- Treat all students with dignity and respect;
- Encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the students;
- Establish consistent department procedure regarding charges.

### Meal Charge Procedure

1. When a student has a negative balance in their meal account, an automated email/phone call reminder will go out to the account's registered parent (guardian).
2. All students can continue to receive and charge meals so they can continue to receive the nourishment they need, unless a student's parent (guardian) has specifically provided written permission to the school to withhold a meal.
3. There will be no charging meal accounts for extra entrée's, snacks, side dishes or beverages, unless the student has handled a food item that is not packaged and cannot be returned to the serving line to be sold, in which case the meal account will be charged for the extra item.
4. We do not offer alternative meals or shame the students. We encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the students.
5. If or when the meal account goes to a negative \$15.00, parents (guardians) will be notified via an email, phone call and/or letter home with the student, and that payment of all meal charges must be made. If attempts by the Nutritional Services Department to reach parents are unsuccessful, then the school's principal, counselors, or others will attempt to contact the parent (guardian) to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate.
6. If, at the end of the school year, there is a remaining negative balance, this amount will remain as a fee with the student and will need to be paid before the student can transfer records or graduate.

Meal Applications for Free or Reduced Meals are available on our website and paper copies can be requested at any time of the year simply by calling 330-875-0589. All information is kept confidential and at no time does the Nutritional Services Department give out meal status information unless a parent requests that we do so, for instance, to have school fees waived.

## **Full Belly Lunch Account**

Our Nutritional Service Department has set up a Full Belly lunch account to help eliminate school lunch debt and build a reserve account so that every child has access to a nutritious lunch regardless of their financial situation. Those wishing to donate can send a check or money order made out to the Louisville Cafeteria Fund with "Full Belly" written in the memo line to any school building. Please indicate if you'd like your donation to remain anonymous and if you'd like it earmarked for a particular building. Our staff will continue to work with families needing financial assistance and notify families if their lunch accounts are overdrawn. Funds paid on accounts will be replenished in the Fully Belly account.