

# POTEAU PUBLIC SCHOOLS

*Dr. Don Sjoberg*  
*Superintendent*

## **Poteau Public School Meal Charge Policy**

### **I. Purpose/Policy**

The purpose of this policy is to establish consistent meal account procedures throughout the Poteau Public School District, pursuant to State and Federal Regulations. All Child Nutrition Programs on the National School Lunch Program are required to “break even” at the close of each school year. The policy will

- a. Ensure that all students have a healthy meal and that no child goes hungry
- b. To treat all students with dignity and confidentiality in the serving line regarding meal accounts
- c. To support positive and clear communication among staff, administrators, teachers, students and parent/guardians
- d. To establish a consistent practice regarding charges and collection of charges.

### **II. Scope of Responsibility**

The Food Service Department

- a. Responsible for maintaining charge records
- b. Notifying the School Administration of all outstanding balances
- c. Notifying parents/guardians of outstanding balances by sending notifications home by Student, Phone, Email, or Mail

The School District

- a. Assist Child Nutrition with collection of outstanding balances by notifying the home through monthly invoices.

The Parent/Guardian

- a. Maintain a positive balance in your student’s meal account
- b. Apply for meal subsidy by filling out an application for free or reduced lunches to help avoid outstanding balances
- c. Contact the Food Service Director of the School to resolve any issues with your student’s account

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## **III. Policy and Procedure**

1. PK-12 students will not be allowed to have a balance over \$50.00 on their account at any given time.
2. Once the Student's account reaches \$35.00, the student will be told that their funds are running low, and will be asked to let their parents/guardians know to add more funds to the account to avoid alternate meal service.
3. Sample Alternate Meals for Breakfast would be-Cereal, toast, fruit and milk  
Lunch would be –Sandwich, vegetable, fruit and milk
4. When the account has reached the \$50.00 limit, the PAID or REDUCED student will be given a designated alternate meal.
5. The School, Parent/Guardian, and Student will be informed of their excessive balance until the account is brought back into good standing. This will be done by phone, or correspondence sent home from the Food Service Director.
6. At no time during the School Year will a student be able to charge any type of A la Carte items sold during the school day.
7. All Free/Reduced Meal Applications will be handed out in school enrollment packets at the beginning of each school year. However, an application can be filled out at any time during the school year.
8. If the parent/guardian application for FREE meal status is approved, the student will then be able to continue to eat the regular daily meal offered, but the Parent/Guardian will still be responsible for the charges already accrued.
9. All charges must be paid by the last school day of each year.
  - a. In May, parent/guardians will be sent a written request asking for "Payment in Full"
  - b. Seniors must pay all charges before Graduation