

Ripley Union Lewis Huntington Schools Meal Charges Guidelines

I. Purpose: The goal of the RULH Schools is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of this policy is to establish uniform meal accounting procedures throughout the RULH School District.

The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the RULH School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

II. Policy Full Pay Students: Elementary and Middle School Students will pay for meals at the district's published standard rate each day. The school suggest that meals be paid for in the mornings during the breakfast serving time. A student will be allowed to charge a maximum of \$10.00 to their account after the balance reaches zero. Once a student has charges, he/she will not be allowed to charge a la carte items, however he/she will be offered a designated menu alternate which will consist of a cheese sandwich or peanut butter sandwich with applesauce and milk.

High School Students - High School students must prepay or pay cash at the register for all meals and a la carte purchases. Students will pay for meals at the district's published standard rate each day. When a student's account balance reaches zero, no a la carte items will be sold to the student, and he/she will only be offered a designated menu alternate. A student will be allowed to charge a maximum of \$10.00 to their account after the balance reaches zero.

Free Meal Benefit - Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid.

Reduced Meal Benefit - Reduced status students will be allowed to receive a free breakfast and lunch for \$.40 each day. A student will be allowed to charge a maximum of \$10.00 once their account balance reaches zero. Once a student has reached a zero balance they will not be allowed to charge a la carte items. The student will be offered a designated menu alternate when they reach the maximum balance allowed for charges that meal will consist of a cheese sandwich or peanut butter sandwich with applesauce and milk.

Full Pay Students - Elementary and Middle School Students will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of \$10.00 to their account after the balance reaches zero. Once the student reaches a zero balance he/she will not be allowed to charge a la carte items. A designated menu alternate will be served when a student reaches a \$10.00 balance. That meal will consist of a cheese sandwich or peanut butter sandwich with applesauce and milk.

High School Students - High School students must prepay or pay cash at the register for all meals and a la carte purchases.

Payment - Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year

through email, letter or the School Messenger call system. All school cafeterias possess computerized point-of-sale/cash register systems that maintain records of all monies

deposited and spent by each student. Parents can receive a copy of the report by speaking to or sending a written request (email acceptable) to the cafeteria manager. Online access to student's accounts will be available through a link on school foodservice webpage. Students, parents, and/or guardians can pay for meals in advance via cash or with a check payable to RULH Schools.

Remaining or Unclaimed Funds - Any remaining funds for a particular student will be carried over to the next school year. Refunds for withdrawn or graduating students can be made by submitting a written request for the refund of any money remaining in their account to the cafeteria manager. Email requests are also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request. Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the RULH School District Food Service Program.

Balances Owed - The collection of owed balances will follow the policies and procedures set forth by Ohio code and Board Policy in regards to collecting unpaid fees and charges.

Sale of meals - If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price lunches for their child.

Equal Opportunity: "This institution is an equal opportunity provider".