

## 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:** Middle School and High 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 \$6.00 for full paid meals and \$0.80 for reduce paid meals, this is equivalent to two meals. Once a student has charges, he/she will not be allowed to purchase a la carte items. A la carte items cannot be charged. An alternative meal will be provided to student who reach the charge limit which will consist of a cheese sandwich or peanut butter sandwich with applesauce and milk.

**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. All RULH Elementary student (only) will receive free breakfast and lunch. Second meals must be purchases at the listed prices.

**Reduced Meal Benefit** - Reduced status students will be allowed to receive a free breakfast and lunch for \$.40 each day. The child nutrition department allows the emergency charge limitation to be based on two meals (\$0.80 reduced meals) maximum charging limit for meals per student account. ***Students will not be allowed to purchase a la carte items until the charge balance in paid in full. A la carte items cannot be charged at any time.*** No child will go hungry in the event that they have reached their maximum charge limit. Each child will be offered a cheese sandwich or peanut butter sandwich, fruit and milk until charges are paid.

**Full Pay Students** - Middle School and High School students will pay for meals at the district's published standard rate each day. The child nutrition department allows the emergency charge limitation to be based on two meals (\$6.00 paid meals) maximum charging limit for meals per student account. ***No Charging is allowed for a la carte items. Students will not be allowed to purchase a la carte items till their charge balance are paid in full.*** No child will go hungry in the event that they have reached their maximum charge limit. Each child will be offered a cheese sandwich or peanut butter sandwich, fruit and milk until charges are paid.

**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 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 in their child's building. Online access to student's accounts will be available through Paypams. A Paypam link is available on our school foodservice webpage. Students, parents, and/or guardians can pay for meals in advance via cash and check payable to RULH Schools. We also have Paypams available to make online payments for your child's account.

**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 RULH Treasures office. 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 and employer".