

FOOD SERVICES

Code **EF-R** Issued **4/17**

Student Meal Accounts

All cafeteria purchases should be prepaid before meal service. The district offers a variety of methods for parents/legal guardians to fund their students' meal accounts including payment by cash, check, or by debit or credit card by setting up an online lunch account at PayPams.com.

Charge accounts

A student may charge up to five meals maximum at the elementary and middle school levels. There is a no charge policy at Boiling Springs High School, Boiling Springs Ninth Grade Campus, and Chesnee High School. A student who charges a meal may not charge any á la carte items or additional items that would result in a cost above and beyond the base meal cost. Parents/Legal guardians will receive at least one written notification prior to a student being denied the ability to charge meals.

Food service employees and each building principal will work together to prevent meal charges from accumulating. Parents/Legal guardians are expected to pay all meal charges in full by the last day of the school year. Negative balances that remain will be carried forward to the following school year.

Alternate meals

Once a student has received the maximum number of charged meals, he/she will be offered an alternate meal consisting of a ham/cheese or turkey/cheese sandwich, fruit, and milk. Students will not be charged for alternate meals. In order to safeguard the dignity and confidentiality of students, reasonable efforts must be used to avoid calling attention to a student's unpaid balances and/or inability to pay.

No student will be denied an alternate meal. If a student comes to school with no lunch and no money on an ongoing basis, food service employees or other mandated reporters will report this information to the building principal as this may be a sign of abuse or neglect, and the proper authorities will be contacted.

Modifications will be made to alternate meals to ensure that any students with medically documented special dietary needs are provided with appropriate accommodations.

Unpaid balances

Students with unpaid balances will not be denied a meal if they have money in hand for a meal on a given day.

The food service manager and other school personnel will coordinate communications to parents/legal guardians to resolve unpaid balances in meal accounts. The methods by which Spartanburg 2 schools will contact parents/legal guardians include automated call systems, letters sent out weekly, email messages, and phone calls to parents/legal guardians. Notices must be provided of unpaid balances to parents/legal guardians. These communications will include providing families with information about the free and reduced lunch programs and the programs' application process.

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Parents/Legal guardians are encouraged to discuss payment arrangements with the food service manager and building principal. In establishing the terms of repayment plans, the district will assess each household's particular circumstances and will consider factors including, but not limited to, family size, employment status, family member medical circumstances, etc. Negative balances must be paid in full by the last day of the school year. Unpaid negative balances will be turned over to the food services director or his/her designee to initiate formal collection efforts, up to and including legal action if appropriate, to recover the costs for unpaid meal charges.

Surplus balances

At the end of the school year, surplus balances in student meal accounts for those students who pay full price for meals will be carried forward to the next year. Students who qualify for reduced price lunch will receive a full refund of any surplus balances.

Students who graduate or withdraw will have the option to receive a refund or to transfer the surplus meal account funds to students with negative balances. If no request is received within 30 days, the student's meal account will close and the funds will be transferred to the food service general account.

Dissemination of procedures

At the beginning of each school year, the information contained in this administrative rule and any associated procedures will be shared with administrators, principals, school food service professionals, and other district stakeholders charged with duties related to the school food services program. Parents/Legal guardians and students will be notified in writing of this rule and any associated procedures at the beginning of the year, upon transferring into the district, or upon transferring into a new school within the district.

Issued 5/05; Revised 2/9/10, 4/17/17