

## MEAL CHARGE POLICY DOVER CITY SCHOOLS

The purpose of this policy is to establish constant meal account procedures throughout the district. Unpaid charges place a financial strain on our food service department. The goals are:

To establish a consistent policy regarding charges and collection.

To treat all students with dignity

To encourage parent/guardian to assume responsibility of meal payments and promote self-responsibility of students

It is the responsibility of the food service department to maintain records and notify parents of outstanding balances.

It is the responsibility of the parent to pre pay or make immediate payment.

- 1) **Free Lunch Status Students** will not be permitted to carry a negative balance. Free lunch status allows a student to receive free reimbursable meals every day including breakfast and lunch. All ala carte items are not part of the USDA program.
- 2) **All other students** are permitted to charge meals up to \$10.00
  - A) These meals include any meal on the menu
  - B) Notices of deficit balances for elementary students will be sent to parents at regular intervals during the school year. Middle School and High School students may request balances from our cashiers at any time.
  - C) Once a student has a deficit balance no ala cart items will be sold to the student.
  - D) If a student is without money on a constant basis, the Food Service Director will investigate the situation more closely, including contacting the parent to bring money to the school and/or encouraging the parent to apply for free or reduced meals.
  - E) All balances will be carried over from one school year to the next
  - F) Seniors are not permitted to have a deficit balance 2 weeks prior to graduation. The cafeteria may deny any purchases including meals at this time. All seniors will receive a notice in May of money remaining in their lunch account. They can elect to receive a refund from the food service director in writing or transfer the amount into the account of a sibling. 30 days after graduation unclaimed senior funds will become part of The Dover City Schools Food Service Program.

### Payment Options

- 1) Payments may be made online through [payforit.net](http://payforit.net). You can set up an account, track your student account, and add money at your convenience through our school webpage. Look in the parent section, food services for an easy link.
- 2) Payments may be made to your student account directly to your child's teacher at our elementary schools and directly to our cashiers at the Middle School and High School.

**Balances owed with no parent/guardian response:** If the student's payment is not received, the district may take one or more of the following actions.

- 1) Delay the issuance of report cards, transfer cards.
- 2) Prohibit participation in extra activities requiring a fee.
- 3) Prohibit participation in Senior activities or graduation exercises

**Checks returned for Non-Sufficient Funds (NSF)** When a check is returned to the Treasurer's Office for "NSF" the parent/guardian will be notified by the Food Service Director. Payment for the check must be made in the form of cash, cashier check or money order. Payment must be received within 10 days of contact to avoid money being deducted from student account and being placed on a cash only basis.

### **Blocks on accounts**

A parent may call the Food Service Director to place a block on their student's account to prohibit the purchase of ala cart items.

### **Refunds**

- 1) Withdrawn students must submit a request for refund in writing to the Food Service Director with a mailing address included. Email is acceptable for the request.
- 2) Seniors may request a refund from Food Service Director or funds may be transferred to a siblings account. All refunds and transfers must be requested within 30 days of graduation.

Any questions or concerns about student accounts should be brought to the attention of:

Angie Welch

Food Service Director

[welcha@dovortornadoes.com](mailto:welcha@dovortornadoes.com)

(330) 364-7103.