



Canfield Local School Policy for Students and Staff Lunch Charge

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize the identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program. Charging meals is like using credit. Meals can be charged to a meal account with payment made at a later time. Extra food purchases are discouraged when an account has a negative balance.

STUDENT LUNCH NUMBER

- Every student has a meal account created during the registration process. Students use their last four numbers of their Student ID number (Student ID is 3370000, then their lunch number is 0000).

LOW OR NEGATIVE ACCOUNT BALANCES-NOTIFICATION

1. The school district will make reasonable efforts to notify families when meal account balances fall below zero.
2. Families will be notified by the automated calling system and letters will be sent to the home.

Reminders for payment of outstanding student meal balances will not stigmatize any student participating in the school lunch program.

UNPAID MEAL CHARGES

1. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. When appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
2. Food Services Department will allow a maximum of \$20.00 worth of outstanding meal charges for all Students and Staff.
3. If attempts are made by the Food Services Department to reach parents are unsuccessful, School principals will contact the parent/guardian to offer assistance.
4. Parents are responsible for their student's meal accounts. We encourage parents to use payschools.com to view purchase history and set low balance emails.

Meal Dept is a school fee that remains and accumulates with the student throughout their enrollment at Canfield Schools.

