



# VCS School Meal Charge Policy Procedures

School \_\_\_\_\_ Principal \_\_\_\_\_ Date \_\_\_\_\_

SWC Managers are required to meet annually, prior to the first day of school to review the District's Meal Charge Policy. This document serves as documentation that the Principal and the Café Manager have reviewed the District Meal Policy. This form must be signed by the Manager and Principal and submitted to the SWC District Office by August 31<sup>st</sup> each year, and when the Café Manager or Principal is new to the school.

School Way Café is federally-funded and is prohibited by USDA to extend credit or absorb a financial loss for school meals.

School Principals are responsible for paying negative balances no later than the afternoon of the last day of school.

Students' meal accounts will be 'charged' (placed into a negative balance) for each meal at the regular meal price per eligibility.

- 1. Students may charge up to 5 school meals.
- 2. After the 5<sup>th</sup> meal, students will receive a sandwich and a juice carton and will be charged \$.40, regardless of their eligibility.

Every attempt will be made to prevent students from exceeding 5 meals by:

- 1. Nightly automated negative balance calls to parents/guardians.
- 2. Managers sending a list to the Principal daily, which includes each student's negative balance and the number of meals left to charge.
- 3. Managers reminding the Principal when students have charged 3 meals. At which time, School Administration call the parent/guardian.
- 4. Managers reminding the Principal (and notifying the teacher in Elementary Schools) on day 5. School Administration then notifies the student prior to meal service that he/she will receive an alternate meal the next day.

### After Five Days of Charging:

Managers will send a list of students who have charged 5 meals to the Principal.

School Administration will contact each student who has already charged 5 meals BEFORE lunch to notify them that they must select an alternate meal (sandwich and a juice) at lunch.

### Cashiers will not confiscate a student's tray.

NOTE: Principals can further prevent students from receiving an alternate meal on day 6 and beyond by paying off all student debt weekly. Funds can be submitted to the Café Manager anytime, for any amount, and held in an account designated as "Angel Fund." The Angel Funds will be used by the Café Manager to pay off all negative balances regardless of eligibility status.

### Additional Information:

- 1. Students may not charge ala carte items.
- 2. If a student has a negative balance (any amount) and has money in-hand for the purchase of a meal or an ala carte item, the money is credited toward the current sale, not the negative balance.

### Adults:

The Principal may allow adults to charge meals and ala carte items; however, the Principal is responsible for paying adult outstanding debt the afternoon of the last day of school.

Are adults permitted to charge purchases?  No  Yes Adult Credit Limit \$ \_\_\_\_\_

Manager Signature \_\_\_\_\_ Principal Signature \_\_\_\_\_