

HARTLAND CONSOLIDATED SCHOOLS

Lisa Archey, Student Nutrition Director

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Hartland Consolidated Schools **Meal Charging Policy**

The purpose of having a meal charging policy is to establish consistent, clear meal account procedures throughout the district. There is a fine line between considering the fiscal integrity of the district and the solvency of the food service program while also meeting the nutritional needs of students.

GOALS:

- To ensure that students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line.
- To foster clear positive communication among staff, administrators, teachers, students and parents/guardians.
- To establish fair practices that can be used consistently throughout the district regarding meal charges and collection of charges.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of their child/student.

SCOPE OF RESPONSIBILITY:

The Student Nutrition Department:

- Responsible for maintaining meal account records.
- Responsible for notifying the student's parent/guardian of negative balance according to the charging policy.
- Responsible for working with households toward a reasonable resolution.

The Parent/Guardian:

- Responsible to provide their student a lunch, whether it is brought from home or funds to purchase one.
- Responsible for immediate payment of meals purchased from school.
- Responsible for monitoring the balance on their student's lunch account.

MEAL ACCOUNTS:

Although it is the primary responsibility of the parent/guardian to provide their child(ren) a lunch, whether it is brought from home or the funds to purchase one, Hartland Consolidated Schools will not refuse a student from receiving a lunch due to lack of funds.

We strongly discourage meal charges, but understand that it occasionally happens. Meal charges are a temporary solution and are not intended to address broader issues of a parent/guardian's inability to pay for a meal for his/her child. In those instances, an application for Free or Reduced Meal Benefits should be completed. Free and Reduced Meal Applications are available in the cafeteria, the school office, and on the district website.

Parents/guardians are encouraged to make meal payments in advance. Personal checks and cash deposits are accepted at the student's home school. For convenience, deposits may also be made by credit/debit card in the Parent Portal via PayPal. The District uses a computerized meal credit system to account for student meals and ala carte sales. All students have personal accounts regardless of paying status (free, reduced or full pay). Similar to a bank account, each student has a school ID number which stays with them for their duration in Hartland Consolidated Schools.

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When using the Parent Portal system, parents/guardians can access cafeteria purchases and account balances at any time.

MEAL CHARGING POLICY:

Although not required by law through the National School Lunch Act of the Healthy Hunger Free Kids Act, meal charging of daily menu items will be allowed, as a courtesy to families, under the following conditions:

District Wide:

- Only reimbursable meals may be charged. No ala carte purchases.
- When a student charges a meal, their meal balance becomes a negative balance.
- Lunchroom cashiers will verbally notify students at the register when their meal account balance is low, specifically when a student charges a meal.
- Repayment is expected for all charged meals.
- All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the business office prior to graduation in order to receive a cap and gown.
- Our automated phone and email system will notify parents according to the following schedule:
 - **Automated Call & Email Schedule Summary**
 - Monday- call, all negative accounts
 - Tuesday- email, all accounts -10.00 and over
 - Thursday- email, all accounts -2.50 and over
 - Friday- call, low accounts, \$0-\$10, grades K-6
 - Friday- call, all accounts -10.00 and over
- When a student account reaches a balance of -10.00, the parent/guardian will be contacted by the Student Nutrition Department.
- When a student account reaches a negative balance of -25.00 the parent/ guardian will be contacted by the building Principal.
- When a student account reaches a negative balance of -40.00 the student and parent/guardian will be forwarded to the counseling office for intervention.
- Seriously delinquent accounts may result in legal action as a last resort.
- When the current school year ends, any negative account balances will be considered bad debt and handled according to board policy 8500.
- Any student who graduates or leaves the district should request a refund of their excess lunch account funds by contacting the Student Nutrition Department within one year of withdrawal.

K-4 Buildings:

- Students are given negative balance slips in the teacher's mailboxes once per week

Farms Intermediate School:

- All students are alerted to their negative balance at time of purchase
- Students are given negative balance slips in the teacher's mailboxes once per week
- Students with negative balances are given negative balance slips in the lunch line once per week

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Ore Creek Middle School:

- All students are alerted to their negative balance at time of purchase
- Students with negative balances are given negative balance slips in the lunch line once per week

Hartland High School and Legacy High School:

- All students are alerted to their negative balance at the time of purchase

USDA Nondiscrimination Statement

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To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
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Washington, D.C. 20250-9410

fax:
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This institution is an equal opportunity provider.