

Lunch Charge Policy for 2020-2021

Miamisburg City School District Nutrition Services Department is self-supporting. Nutrition Services is funded only from federal reimbursements and student payments to cover all operating expenses and fees. By federal law, Nutrition Services Department must meet or exceed expenditures. Therefore, unpaid charges affect the ability for the Nutrition Services Department ability to support itself.

The Nutrition Services Department meal charge procedure goals are:

1. To treat all students with dignity in the serving line regarding meal accounts;
2. To establish a consistent department procedure regarding meal charges, and the collection of charges;
3. To encourage parents to assume responsibility for meal payments and to promote student self-responsibility;
4. To support situations with district staff, district business policies, students and parents to the maximum extent possible.

Students and staff in the Miamisburg City School District may pre-pay breakfast/lunches utilizing our point-of-sale lunch account system in our school cafeterias or by setting up an account on www.payforit.net and making online payments to their account. Breakfast/Lunches may be pre-paid daily, weekly, monthly, or even annually. Online payments may be made by setting up an account on www.payforit.net where you can make deposits using a credit/debit card, monitor accounts, and even set up low balance reminders. Even if you choose not to make online deposits, setting up an account at www.payforit.net will allow parents to monitor spending, and set up low balance reminders. Parents may also download the free mobile phone app at www.payforit.net for additional convenience.

The Miamisburg City School district recognizes, on occasion, students may forget to bring meal money to school. To ensure that students are provided something to eat, but also to promote responsible behavior and minimize the fiscal burden to the Child Nutrition Services Department, the District will enforce the following policies by grade level:

- A. ELEMENTARY & MIDDLE SCHOOLS (Grades K-8)** are allowed (3) complete lunch charges. However, the charging of any and all ala carte items is prohibited.
- B. HIGH SCHOOL (Grades 9-12)** will not be allowed to charge any meals or a la carte items causing their meal account to go into a deficit balance.
- C. ADULTS** will not be allowed to charge any meals or a la carte items causing their meal account to go into a deficit balance.

For newly enrolled students there is a five (5)-day grace period during which new students may receive breakfast/lunch. This allows for the processing of meal eligibility applications.

Parents/Guardians are continually encouraged to submit a "Free/Reduced Meal Application". If the student qualifies for:

- a. FREE meals – charges will be reviewed and, if warranted, will be forgiven.
- b. REDUCED meals – the balance on student's account will be adjusted accordingly and the parent/guardian will be responsible for the adjusted balance.

Courtesy Meal Procedure

Each student will receive courtesy meals after the three (3) complete lunch charge limit has been met.

1. When a student account reaches a \$5.00 unpaid balance to their account the parents/guardians will be notified via One Call Now that the meal account has a negative balance. One Call Now notification calls will be made weekly until the charges are paid in full.
2. After the third charge the student will receive a courtesy meal consisting of a cheese sandwich, fruit or vegetable and a white milk to ensure that all students are receiving the USDA required three (3) components for a complete meal. Parents/Guardians will continue to receive a One Call Now notification that the account has a negative balance.

Trays are not taken from a student. We take great care in making certain that no student with a negative balance receives a meal that is not a courtesy meal, however we know that mistakes can happen. If a student with a negative balance receives a meal by mistake the student will keep the meal and it will be added to the student's account which increases the amount of charges owed on the account.

Refunds for withdrawn, and graduating students require a written request for a refund of any money remaining in their account. This written request is to be submitted to the Miamisburg City School District Nutrition Services department. This written request can be emailed to our Nutrition Services department to Mrs. Ravella Lawson (rlawson@miamisburg.k12.oh.us) or Mrs. Julie Smith (jsmith@miammsburg.k12.oh.us), can be dropped off the district Nutrition Service office (Memorial Building), 540 Park Avenue, Miamisburg, Ohio or mailed to the Nutrition Services department. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one full year. Unclaimed funds will then become the property of the Miamisburg City School District Nutrition Services Program.