

## School Nutrition Services Meal Charge Guidelines

The Union County School System participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA), which permits the school system to offer free and reduced priced meals to students who qualify. Due to reporting requirements, the school nutrition program cannot permit excessive and reoccurring charges of meals. Customers may, however, pay for meals in advance.

Families are encouraged to apply for free or reduced meals by completing an application each year. Applications are available in each school's office and cafeteria, the Board of Education and on the school website. **Applicants are responsible for meals until a free or reduced application is completed and approved.**

Meal and item charges are permitted as follows for ALL Union County School students:

Students who are unable to pay for their lunch at the time of meal service will be allowed to charge a meal. Students will be allowed to charge up to \$20.00 on their meal account for meals only. No ala carte (extra) items are allowed to be charged.

The cashier will notify students of low and/or negative balances. Letters will be sent home weekly with students in the Primary, Elementary, and Middle schools to notify parents of their student's low or negative balance. High School and Woody Gap parents/guardians will receive an automated call to remind them to check their student's account balance.

After the student has incurred charges of \$20.00, the student will receive an alternate lunch, which will meet the reimbursable meal option (example: cheese sandwich, fruit, milk, vegetable). The student will be charged for the meal according to the meal prices for that school. An attempt will be made to notify the student the day before an alternate lunch is served. The cafeteria manager will be responsible for providing the student with the alternate lunch. Alternate meals will be provided for one week.

Principals will be notified regarding student account balances each month. Parents will be contacted to determine why payments have not been received (loss of job, sickness, etc.). Parents will be encouraged to complete a free/reduced lunch form if one is not on file. Attempts will be made to set up a payment plan.

If the student's charges become excessive, at the discretion of the school principal and social worker, the Union County Division of Family and Child Services may be contacted in relation to potential student neglect.

The School Nutrition Department allows parents to prepay for meals and put money on their child's account either by sending in money or check to the student's school or at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). This website also allows parents to get a detailed report of purchases made by their student.

This institution is and equal opportunity provider.