

Meal Charge Procedure for Rush-Henrietta Effective October 1, 2018

Procedure for Meal Charge in Rush-Henrietta Central School District

When the student goes to the register and has a low balance on their account:

- Elementary schools:** The cashier will give the student a low balance note to take home to their parents.
- Secondary schools:** The cashier will inform the student that their balance is getting low.

The criteria for **low** balance is \$5.00 for full pay and \$1.00 for reduced pay left on the student's account after they have gone through the line that day.

1. If a student did not have enough money in his/her account for the day, let the child have a regular breakfast and/or lunch.
2. A student is allowed to charge the available reimbursable meal at both breakfast and lunch
3. After all the students have gone through the lunch line and our registers have been closed, the cafeteria manager will generate a charge list report. Those students highlighted are students that have charged 3 consecutive days.

A copy of the report will be kept on file in the cafeteria and a copy will be given to:

- Elementary schools:** The school principal secretary or designee
- Secondary schools:** Social worker or designee

4. The Food Service office will send an email to parents of students with negative balance based on the criteria of **-\$10.00** for full pay and **-\$1.50** for reduced pay students.
5. **The School's designee** will be responsible for calling and alerting the parent that their child has a negative balance. The **criteria** that will generate a call home will be **-\$15.00** for full pay and **-\$3.00** for reduced pay students. The Cook manager will have the names highlighted on the list.

If applicable, suggest that the family apply for free and reduced price meals.

-**Suggested script:** "Hello, I'm _____ calling from _____ school. This is a courtesy call to let you know your child has a negative balance on their lunch account. Would you please send money, either cash or check, tomorrow with your child or replenish your account by going on-line to mealpayplus.com."

The School's designee will receive the list daily but will call only those students who meet the negative balance criteria above.

****A child with a charge balance will not be allowed to purchase snacks until the charge is cleared.****