

## Elementary School Lunch Charge Plan

- A maximum of 5 lunch credits may be given to elementary students. No a la carte or snack charges are permitted
- The cafeteria manager generates a negative balance report to give to the school office with the total charged today and accumulated charge balance (working with Comalex on a custom report).
- School Office
  - 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> charge—send form Note #1 home with student for each charge occurrence
  - 4<sup>th</sup> charge—school calls home and a free/reduced price lunch application is sent home with student along with form letter #2.
  - 5<sup>th</sup> charge—school calls home and advises parent that no more lunch charges are available and parents are advised that no more meals will be provided for the student until the balance owed is paid. A free/reduced price lunch application is sent home with the student along with form letter #3.

## Middle School & High School Lunch Charge Plan

- A maximum of 2 lunch charges may be given to secondary students. No a la carte or snack charges are permitted.
- 1<sup>st</sup> charge
  - student signs clipboard at cashier station verifying 1<sup>st</sup> charge.
- 2<sup>nd</sup> charge:
  - Students signs clipboard at cashier station verifying 2<sup>nd</sup> charge.
  - Cashier informs student he/she can no longer charge and will not receive any food in the future until charges are paid.
  - Cashier gives student his/her written 2<sup>nd</sup> charge notice (green slip).
- The cafeteria lead generates a report of students who have secured their second charge that day and gives this list to the school office.
- Main office calls/emails/or sends a letter advising parents that no more lunch charges are available and parents are advised that no more meals will be provided to the student until the balance owed is paid. A free or reduced price lunch application should also be sent home.
- A TV announcement should be made prior to December 1<sup>st</sup> which describes that only 2 charges are permitted. If student already has 2 or more charges on December 1<sup>st</sup>, than no further meals will be provided to the student until the balance owed is paid.