

## **Geneseo Food Service Meal Charge Policy**

The goal of the Food Service Program is to ensure that students are provided with well-balanced, nutritious meals at the lowest possible cost to students and parents. Sometimes, however, students would like a breakfast or lunch, but do not have money in their account or in-hand to cover the cost of the meal at the time of the meal service. The school lunch & breakfast programs are non-profit by design and depend upon revenues derived from meals for its support. For this reason the following policy guidelines have been established for students at all grade levels.

### **Elementary School**

Low balance notices are sent home with elementary students once per week when the balance is below \$7.50. In addition at this balance or lower e-mail notices will be sent on Tues and Friday afternoons to guardians who have current email addresses on file with the district.

Students are also informed in the lunch line when their balance is getting low. Students will be allowed to charge no more than \$10. If an account reaches a negative \$5 a notice is sent thru US mail to notify the household. Should the negative balance become greater than \$10 a letter will be sent home notifying the family that the debt needs to be cleared within one week or the student will no longer be allowed to go thru the lunch line until the negative balance is paid or they contact the Food Service department to make alternate arrangements.

### **Middle School**

When a student account reaches a balance of \$7.50 Low balance notices are emailed on Tuesday & Friday afternoons to guardians who have current email addresses on file with the district. Students are also informed in the lunch line when their balance is getting low. Students will be allowed to charge up to \$10. If an account reaches a negative \$5 a notice is sent thru US mail to notify the household. Should the negative balance become greater than \$10 a letter will be sent home notifying the family that the debt needs to be cleared within a week or the student will no longer be allowed to go thru the lunch line until the negative balance is paid or they contact the Food Service department to make alternate arrangements.

### **High School**

Students will be advised of their account balance getting low by the cashier when going thru the line at the High School. Low balance notices are not sent by e-mail or US mail. Parents do however; have the option to set their own e-mail alerts thru Skyward family access. Students will be allowed to charge up to \$10. If a student account reaches a negative \$15 they will no longer be allowed anything until the debt is cleared or they contact the Food Service department to make alternate arrangements.

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**When an account is negative only reimbursable meals will be allowed. Purchases of ala carte items are not allowed at any level unless there are funds in the student account. These items will be removed from the tray if there are no funds to cover the price.**

This system is a debit system, **not a credit system**. Immediate payment is expected when the student balance is negative.

Meal assistance in the form of free or reduced price meals is available with both breakfast and lunch programs on the website or by contacting the Food Service Department at 945-0414.

### **End of year Balances**

At the end of each school year balances (positive or negative) on student accounts will carry over to the next school year. Graduating seniors with positive balances will be transferred to younger siblings or refunded upon request. Any remaining funds from graduating seniors with no siblings or from students that transfer out of district who have not requested a refund within 5 days after the last day of school (no later than June 1<sup>st</sup>) will forfeit those funds to the District Food Service Program.