

Licking Valley Local School District

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Licking Valley School District Meal Charging Policy/Procedure

The Licking Valley School District Food Services Department has an established meal charge policy in place for all students. The purpose of having a meal charge policy enables our schools to establish clear and consistent food service account procedures throughout the district. It allows the district to maintain fiscal integrity and solvency of the food service department while providing meal options that meet the nutritional needs of our students. We understand that although efforts to keep a child's service account in a positive standing are there, we understand that there are times where parents may forget or other unforeseen circumstances can occur. Meal charging shall be used as a temporary solution only and do not address a parent/guardian's inability to pay. In those instances, an application for free or reduced meal benefits should be completed and turned in to the food service office.

Licking Valley has an "unlimited" charge policy. A student is eligible to charge any of our reimbursable meals. However, the following procedures have been put into place to prevent these charges from becoming "excessive":

- 1) A student is allowed to charge a reimbursable meal, but no Ala Carte extras may be purchased.
- 2) When an account reaches \$-5.00 an email is sent weekly via our Nutrikids Point of Sale system
- 3) When an account reaches \$-10.00 a personal email is sent from the Food Service Director
- 4) When an account reaches \$-20.00 a letter is mailed home via USPS and a meal application is included. After 5 days has passed, if no payment is received the Principal will be notified and asked to contact the household.
- 5) Once the charges reach \$-60.00 the District Office is notified and asked to make contact with the household.
- 6) All charges at the end of the year are turned over to the District Office for reimbursement to the Food Service Fund. A manual transfer is made removing these charges from the student's account. These charges are then added to the DASL program as an "unpaid lunch fee".

The Food Service Department has set goals to ensure the success of the program and they are as follows:

- To provide our students with a healthy, flavorful meal
- To treat all students with dignity and confidentiality in the serving line.
- To ensure no child goes hungry.
- To foster open and clear communication with staff, students and parent/guardians.
- To maintain a charge policy consistently throughout the district.

Licking Valley School District recognizes that special circumstances arise in every situation. If you experience a personal hardship or are struggling in any way, please do not hesitate to reach out to the Food Service Director, Michelle Aronowitz, at 740-763-2433 or you building Principal.

This institution is an Equal Opportunity Provider