

Addison Community Schools Negative Balance and Meal Charge Policy School Year 2020-2021

Addison Community Schools' Food Services has a fiscal responsibility to stay in compliance with Federal Guidelines. In order to stay in compliance and meet financial accountability, parents/guardians are responsible for meals purchased by their student(s) in the cafeteria.

Students are expected to have funds available for the purchase of their meal. Please make sure all balances are kept up to date. Payments may be made by cash or check at the school office. **Payments can also be made at www.sendmoneytoschool.com** . Parents will also be able to use this web page to view balances and meal purchase history. You will need to know your Student's ID number.

ACS allows negative balances up to certain limits because we feel it is important that students are not denied access to a meal during the school day. Additionally, the school district participates in the Free and Reduced-Price Meals Program. Applications for the Free and Reduced-Price Meals Program are available online at www.Lunchapp.com, in each school office, ACS website or by contacting the Food Service Director's office. It is important to submit an application each year before school starts or within 30 days after the first day of school. If your child was not qualified for free meals the prior year, you will need to send money to school with your child until your application is approved. Parents will be responsible for any charges that were accrued before the approved application date.

Charge Policy:

Kdg-5th grade – low balance sheets are sent home weekly

6th-12th grade – students can view daily the balances on their accounts

Kdg-12th grade – letters and phone calls are made once the maximum charge is reached - \$15.00

Food Service Director will work with parents on payments to student's account.

If the student has made additional breakfast/lunch charges that extend to above \$20.00, the information will be sent to the Superintendent's office for further review and contact with parents/guardians.

All students will not be allowed to charge extra items/"ala carte" items: for example water, extra milk, and extra food items. ONLY breakfast/lunches will be allowed to be charged.

Addison Community Schools' meal charge policy also prevents lunch shaming with the specifics outlined in State Aid Section 31K (2020) as follows:

1. Prohibits the requiring of students who cannot pay for a school meal or who owe a negative balance to wear a wristband or handstamp
2. Prohibits the requiring of students who cannot pay for a school meal or owe a negative balance to perform chores or other work to pay for school meals
3. Prohibits the requiring of students to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative balance
4. Prohibits the direct communication with a student about a negative balance unless the district has unsuccessfully attempted to contact the student's parent or legal guardian first through telephone, mail, and electronic mail
5. Prohibits discussing a negative balance with a student in the presence of other students

Please direct any questions or concerns to Jodean Barker, Food Service Director at 517-547-6908 or by email at jodean.barker@addisonschools.us.