

## Meal Charge Policy

### I. Purpose

The goal of the Marmaduke School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Service Department. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the Marmaduke School District. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Marmaduke School District provides this policy as a courtesy to those students in the event they forget or lose their lunch money.

### II. Policy

**Full Pay Students** – Elementary and High School Students will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of \$15.00 per student. This includes a la carte purchases. Once a student has charged the maximum amount of \$15.00, he/she will be offered an alternate meal in place of the regular breakfast or lunch tray. Sample alternate meal breakfast: cereal, string cheese, fruit or juice and milk. Sample alternate meal lunch: peanut butter & jelly sandwich, yogurt or string cheese, fruit, vegetable and milk. The alternate meal will be charged to the student's meal account for reimbursement purposes at no charge to the student.

**Reduced Meal Benefit** – Reduced status students will be allowed to receive a breakfast for \$0.30 and lunch for \$0.40 each day. A student will be allowed to charge a maximum of \$15.00 per student. This includes a la carte purchases. Once a student has charged the maximum amount of \$15.00, he/she will be offered an alternate meal in place of the regular breakfast or lunch tray. Sample alternate meal breakfast: cereal, string cheese, fruit or juice and milk. Sample alternate meal lunch: peanut butter & jelly sandwich, yogurt or string cheese, fruit, vegetable and milk. The alternate meal will be charged to the student's meal account for reimbursement purposes at no charge to the student.

### III. **Free Meal Benefit** – Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid.

**All School Cafeterias** possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at [www.ezschoollpay.com](http://www.ezschoollpay.com) or by speaking with the Child Nutrition Director.

**Students/Parents/Guardians** may pay for meals in advance via [www.ezschoolpay.com](http://www.ezschoolpay.com). When paying online, the credit card companies charge a fee to process the transaction. The school district must recover the costs by charging a convenience fee. The fee is \$3.00 per transaction. Cash payments and checks made payable to Marmaduke School Food Service are accepted at the point of sale/cash register, school office or food service office. Further details are available on our webpage at [www.mhs.nesc.k12.ar.us](http://www.mhs.nesc.k12.ar.us). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

**Parents/Guardians** are responsible for meal payment to the food service program.

**Refunds** for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An email request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account. Households approved for reduced price meal benefits must receive a refund.

**Unclaimed Funds** must be requested within one school year. Unclaimed funds will then become the property of the Marmaduke School District Food Service Program.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.