

Oak View Union Elementary School District Meal Charge Policy

I. PURPOSE/POLICY

The purpose of this policy is to establish consistent meal account procedures throughout the school district. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts.
- To encourage Parents/Guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent district policy regarding charges and collection of charges.

II. SCOPE OF RESPONSIBILITY

Food Services Manager: Responsible for maintaining charge records, and for notifying the student's Parents/Guardians with documentation. Automated phone calls may also be used in conjunction with written or electronic notification.

Parent/Guardian: Immediate payment.

III. ADMINISTRATION

1. The Parents/Guardians of students with negative balances will be contacted by the FSM, Jennifer Marchini, and this will be done either as a written letter, electronic email, or phone call to the household.
2. For departmental record-keeping, the FSM will maintain a record of all negative balances.
3. In the month of May, Parents/Guardians will be sent a written request for "Payment in Full" of student accounts with a negative balance.
4. All charges not paid before the end of the school year will be carried forward into the next school year.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals anytime during the school year.
6. As advised by the State Agency, negative balances should not incur against the Food Service revolving account.