

Tecumseh Public Schools

POLICY & PROCEDURE

Name:	Owner/Dept:	Reference
Meal Charge Policy	Food Service Department	
Date last updated: August 2017		

1. PURPOSE

The USDA regulations requires school food authorities to establish written administrative guidelines and procedures for meal charges. Tecumseh Public Schools will adhere to the following meal charge policy.

2. PRACTICE

- 2.1. All school meals are to be prepaid before meal service begins. Students that submit appropriate payment for a meal will be provided a meal. Students that do not submit appropriate payment will have their meal service discontinued according to this document.
- 2.2. Parents may deposit funds into their student meal account via the MySchoolbucks website or to the Food Service Department.

3. APPLICABILITY

This document is applicable to all Tecumseh Public Schools.

4. RESPONSIBILITY

- 4.1. Food Service Staff and school administrative staff are responsible for implementing this policy and adhering to the procedures contained in it.
- 4.2. The TPS Food Service Department is responsible for monitoring this document.

5. PROCEDURES

- 5.1. School meals must be paid for in advance of service.
- 5.2. **Paid and reduced students with a negative balance of less than \$10**

The Food Service Coordinator will generate a Negative Balance Letter from the Meal Magic system for each student with a balance owed. School office staff will distribute letter to student households. A weekly e-mail will also be generated and sent to e-mail address attached to students account.

- 5.3. **Paid and reduced students with a negative balance greater than \$10**

Student will no longer receive the meal listed on the menu. Students will receive an alternative lunch. Full Meal service will remain unavailable until a Free and Reduced Application is received and processed or payment is made.

- 5.4. Free-status students will always be provided a meal if a meal is requested.

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- 5.5. Upon request, the Food Service Coordinator will provide the school office a report of negative student balances for review.
- 5.6. All accounts must be settled prior to the end of the school year. TPS reserves the right to collect unpaid funds by any legal method TPS deems necessary.
- 5.7. Parents have the option to request a refund of a student's lunch account with a balance of excess of \$2. Unclaimed remaining balances will be transferred to the general fund, following applicable federal and state regulations.
- 5.8. Any write-off of unpaid meal charges that are not collected are subject to the TPS Bad Debt Policy and require authorization by the Accounting Manager within the Approval Authority guidelines.