

DOVER CITY SCHOOLS MEAL CHARGE POLICY

The purpose of this policy is to establish consistent food-service account procedures throughout the District. Unpaid charges place a financial strain on the District's Food Service Department.

The goals are:

- to establish a consistent policy regarding charges and collection;
- to treat all students with dignity and respect; *and*
- to encourage parent/guardian to assume responsibility for meal payments and promote self-responsibility of students.

It is the responsibility of the food service department to maintain records and notify parents of outstanding balances.

It is the responsibility of the parent to pre-pay or make immediate payment for their child's food purchases. A parent may call the Food Service Director to place a block on their student's account to prohibit the purchase of ala carte items.

Account Balances and "Charges":

Students who receive free lunch will not be permitted to carry a negative balance. Free-lunch status allows a student to receive free, reimbursable meals every day including both breakfast and lunch. Ala carte items are not part of the USDA program.

Students not on Free-Lunch Status are permitted to charge food items up to \$10, which includes both meals and ala carte items. However, once a student has a deficit balance, no a la carte items will be sold to the student.

Notices of deficit balances for elementary students will be sent to parents at regular intervals during the school year. Middle and high school students may request balances from cashiers at any time.

If a student is without money on a constant basis, the Food Service Director will investigate the situation more closely, including contacting the parent to bring money to the school and/or encouraging the parent to apply for free or reduced meals.

All balances will be carried over from one school year to the next

Seniors are not permitted to have a deficit balance during the two weeks prior to graduation. The cafeteria may deny any purchases, including meals, at this time. All seniors will receive a notice in May of money remaining in their food service account. Students can elect in writing to receive a refund from the Food Service Director or transfer the amount into a sibling's account. Thirty (30) days after graduation, unclaimed funds in graduates' accounts will be transferred to the Dover City Schools Food Service Department.

If a balance of \$25 or more is owed with no payment and/or parent/guardian response, the District may take one or more of the following actions:

- Delay the issuance of report cards or withdrawal paperwork
- Prohibit participation in extra activities that require a fee and/or field trips
- Prohibit participation in end-of the year events, senior activities, and/or graduation exercises

Payment Options:

Payments may be made online at www.payschoolscentral.com, which is available on the district webpage under Parents -- Food Service. You can set up an account, track your student account, and add money at your convenience through our school webpage.

Payments can also be made via cash or check to a student account directly to your child's elementary school teacher or directly to our cashiers at the middle and high school.

When a check is returned for Non-Sufficient Funds (NSF), the parent/guardian will be notified by the Food Service Director. Payment for the check must be made in the form of cash, cashier check, or money order within 10 days of contact to avoid the money being deducted from the student account and the student being placed on a "cash-only" purchase basis.

Refunds:

Withdrawn students must submit a request for refund via email or in writing to the Food Service Director at the address below. A current student mailing address must be included.

Seniors may request a refund from the Food Service Director or funds may be transferred to a sibling's account. All refunds and transfers must be requested within thirty (30) days of graduation.

Questions/Concerns:

Any questions or concerns about student accounts should be brought to the attention of:

Angie Welch, Food Service Director
228 West 6th Street, Dover, Ohio 44622
welcha@dovortornadoes.com
(330) 364-7103