

Meadow Heights R-II School District *Unpaid Meal Charge Policy*

Free, Reduced, and Full Paid accounts are allowed to charge up to, but not to exceed \$5.00, on their meal account for first breakfast and lunch meals only. If accounts are at or over the maximum charge amount, a peanut butter sandwich or a food substitution and a carton of milk is always available and given to them at the expense of the Meadow Heights R-II School District. Snack items, extra single food items and second meals can only be purchased if money is in the account, and cannot be charged at the expense of the Meadow Heights R-II School District.

Everyone must use their own meal account number and no one is allowed to use another student's meal account in any form due to confidentiality and reimbursement. Any amount of money is accepted at any time and is deposited in meal accounts every day of the week. It is the responsibility of the parents and students of the Meadow Heights R-II School District to keep track of how much money is in their child/children's account(s). The Meadow Heights R-II School Reach System sends out a telephone message reminder on Sunday and Wednesday evenings when meal account balances drop to \$12.00. Parents may also call the Meadow Heights R-II School District any time and talk to the food service secretary regarding meal account questions, and all parents have the opportunity to have access to the parent portal to see their child/children's meal account(s). To utilize the parent portal, parents can go to the school website under the parent's link and fill out the parent portal sign up and the technology director will provide parent portal access at any time.

School personnel of the Meadow Heights R-II School District make phone calls and send letters regarding collection of delinquent meal charge debt at various times during the school year. Two weeks before the school year ends, the Meadow Heights R-II School Reach System makes one last phone call to all parents and a letter is sent out stating no more charges can be made. Please continue to make regular deposits or deposit enough money in child/children's account(s) for the rest of the school year. Delinquent meal charges are collected by school personnel these last two weeks of school and any uncollected delinquent meal charges are carried over to the new school year.

In August, before the new school year begins, a free and reduced meal application is mailed to every family in the Meadow Heights R-II School District that is not listed on the Direct Certification list. It is also given to all new families that enroll new students throughout the school year. In the event that any household changes occur during the school year, free and reduced meal applications are available in all school offices or can be mailed to anyone at any time.

The Unpaid Meal Charge Policy is included in all school handbooks. It is also attached to the free and reduced meal applications and the Direct Certification letters. The Unpaid Meal Charge Policy will be mailed to all families in the Meadow Heights R-II School District every school year and is given to all new families that enroll new students throughout the school year. "This institution is an equal opportunity provider."