

# WEST CLERMONT LOCAL SCHOOL DISTRICT

## Child Nutrition Services

### Meal Charge and Alternative Meal Procedure

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**The purpose of this procedure is to establish consistent meal account practices throughout the district.**

**The goals are to:**

Ensure all students receive a nutritious meal and to prevent any child from going hungry. Treat all students with dignity and confidentiality in the serving line regarding meal account information. Support positive and clear communication among staff, administrators, teachers, students and parents/guardians. Establish fair practices that can be used throughout the school district. Encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student. Establish a consistent practice regarding charges and collection of charges.

**Scope of Responsibility:**

The Child Nutrition Department will be responsible for maintaining charge records and notifying the parent/guardian of any outstanding balances and need for payment via email, telephone or written documentation. The Café Managers will notify the building principal via email at the end of each month.

**Administration:**

Students K-12 will be allowed to charge a maximum of \$5.00. Alternate meals will include only items that are components of a reimbursable meal. After the \$ 5.00 charge limit is met, the student will be given an alternate meal. Sample: Cheese sandwich or Student Chef Salad, vegetable and/or fruit of their choice and milk. The Alternate Meal will be charged at the reduced rate of \$1.00. After the charge limit has been reached, the cafeteria manager will be directed to place a call and/or send written notification to the parent. Parents/Guardians registered in EZ pay may sign up for email notification when the limit specified by the parent is met on the student account.

**Notifications will indicate:**

**Debt balance. An alternate meal has been/will be provided. Process to apply for free/reduced meals.**

The Manager will document the amount owed, noting the 1<sup>st</sup> occurrence and the date(s) notification was sent to the parent. This is for interdepartmental record keeping purposes.

When a parent/guardian has applied for free/reduced meals but before the school has been notified of eligibility, the student will be given an alternate meal.

*\*Note: Any charges incurred pending final approval from Child Nutrition of free/reduced status is the responsibility of the parent/guardian.*

4 Weeks prior to the last day of school, all charging will be discontinued (with the exception of Alternate Meal Charges). Parent/guardians will be requested to remit "Payment in Full" of any outstanding debt. At no time may ala carte items may be charged. When meals charges are present, balance must be paid in full prior to any ala carte purchases being made.

A student's parents and Principal will be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school with their child to give to the Cafeteria Manager. Parents may also pay for school meals via the Internet through the EZPay link.

*Our Mission: To promote the importance of nutrition and education by providing healthy and nutritious options to every West Clermont student, with excellent customer service within a pleasant cafeteria environment and in compliance with federal and state regulations.*

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**This institution is an equal opportunity provider.**

**Revised: 6/30/2016  
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