

# **JONES COUNTY LUNCH ACCOUNT POLICY**

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## JONES COUNTY SCHOOL DISTRICT 37-3

### LUNCH ACCOUNT POLICY

#### Accounts

School lunch prices will be set annually and published on a yearly basis. Lunch accounts can be set up at the high school office. Payments can be sent to school with your child to give to the teacher or office staff. All families should have a positive balance in their accounts at all times, unless special arrangements have been made. Free/reduced priced meal applications are mailed to each district household prior to the beginning of the school year, given directly to parents when a new student is enrolled, and are available on the school web page. We encourage you fill out the application and return prior to your student starting school. Free or reduced priced meal benefits cannot be granted until a completed application is on file. If you do not receive one, you may pick one up at the high school office. If your income or household situation changes at any time during the school year, you may apply for free or reduced benefits at that time.

#### Notifications Balance

It is expected that students will have money in their lunch account to cover the purchase of any meals or a la carte items. Electronic notices are sent when their balance falls below \$15.00 for full priced students and below \$5.00 for reduced priced eligible students. When a student's lunch account balance is zero, the student will be allowed to continue to charge up to \$10.00 to their account for the meal only. Once an account balance falls below zero, electronic notices will be sent daily and paper notices will be sent home. When a student's account reaches the \$10.00 charging limit, they will no longer be able to purchase a meal until additional funds are deposited in their account. Parents will be contacted and notified that the negative account charging limit has been reached, prior to the next day of school. Parents can then bring lunch account to a positive balance, please arrange with office or send a lunch. Please note if choosing to bring a sack lunch, that in agreement with the school's wellness policy, pop and energy drinks are not allowed in the lunchroom. In addition, there are no microwaves available. Students eligible to receive free meals will always be allowed to receive the regular meal, but must have money in their account to purchase any à la carte items. Parents may check their student's lunch account balance by calling the high school office at 669-2258 and on the Parent Portal either online or with the mobile app. If you need login information for the Parent Portal please contact the high school office.

#### Extra Meal/À la Carte Charges

If you do not wish your child to have an extra meal or ala carte items please inform your child's teacher or let the high school secretary know. All students must have money in their account to purchase any à la carte items.

#### Guests

Guests and parents are always welcome in the lunchroom, however they must bring money in order to purchase a meal and let the school know that morning. The cost of an adult or guest lunch is \$3.60, and an adult or guest breakfast is \$2.10. Please keep this in mind especially if your student is bringing a friend to visit for the day.

#### Uncollected Balances

Administrators are expected to protect patrons of the district by making reasonable effort to collect all delinquent food service charges. The school boards authorizes the business manager to collect food service charges that are delinquent at the end of the school year in the amount of \$75 or more or have not had a payment on them for at least 60 days. Costs for collection services will be added to the family account. Collection efforts many continue into a new school year.

#### Refunds

At the end of the year, if a family no longer has children attending school, moves out to the district, or becomes eligible for free meals, the family will be refunded any balance in the family account. Funds for families with student's continuing the following year will remain in the account for the next school year.