

# MEAL CHARGES

## I. PURPOSE/POLICY:

To establish consistent meal account procedures for food service in Dillon District Three. Unpaid charges place a financial strain on the food service department. The goals of food service are:

- To treat all students with dignity in the service line regarding meal accounts.
- To support positive situations with district staff, students and parent/guardian to the maximum extent possible.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.

## II. SCOPE OF RESPONSIBILITY:

- The Food Service Department: Responsible for maintaining charge records and notifying the school district of outstanding balances. The Food Service Department is also responsible for notifying the student's parent/guardian of low or outstanding balance. This is done by phone calls, letters, district call system, PayPal notifications, and having a personal relationship with the parent.
- The School District: Responsible for supporting the Food Service Department in collection activities.
- The Parent/Guardian: Immediate payment. It is not Food Service responsibly to assume a debt of your child.

## III. ADMINISTRATION:

- Free Lunch Status Students will not be allowed to have a negative account balance. Free lunch status allows a child to receive a free meal every day. A la carte items are not part of the USDA program. If at any time your child has a negative balance as a Free Student the reason may be you did not have a meal application in place prior to receiving free meals. Therefore you are responsible for these charges.

- Reduced Lunch Status Students will be allowed to have a negative account balance up to a maximum dollar equivalent of (5) reduced priced meal. Reduced lunches status allows a child to receive reduced priced meals at an amount determined by the Department of Education, Nutrition, and Health & Safety Programs.
- All Other Students:
- Full Lunch Status Students will be allowed to charge as long as they have money on their account. The maximum dollar equivalent of three (3) meals can be charged. This will include grades K-8 grade only. High School Students will have a **NO-CHARGE** Policy. The students must pay a cash basis transaction daily, weekly, monthly, by check or use the PayPal Account. **If at any time your income or household status changes throughout the year you may fill out another meal application for free or reduced benefits.**  
**Breakfast is always FREE to every child regardless of your status!**

Balances Owed: All accounts must be settled before the last day of school. We ask you as the parent to keep up with your child's balance. We assist in sending letters weekly so no account should go unnoticed.

- Check Returned for Non-Sufficient Funds (NSF): When a check is returned to Food Service, a letter will be sent to inform the parent(s) from the Food Service Director. Payment for the NSF check must be in the form of cash, cashier's check, or money order. Payment must be received within (10) days of the date of the letter. The penalty fee and amount of the check will be deducted from the child's/children's lunch account immediately upon notice from the bank and the above mentioned rules will take effect.
- All school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request. The Food Service Program shall inform parents that meals can be paid for in advance and the balances maintained in their child's account to minimize the possibility that the child may be without meal money on any given day.
- Refunds: Withdrawn Students: For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. You may call the Food Service Director at 752-7101 ext 1018 with any questions or to obtain the form.
- Graduating Students funds may be transferred to a sibling's account with a written request.

Food Service would like to thank you for allowing us to serve your child. Our goal is to provide them with a nutritious meal. The menu is subject to change without notice but we try to offer each item on the menu for your convenience. We understand how upsetting it may be to you or your child when a change occurs on the menu. Sometimes it is out of our control and we hope we will be patient with us when this happens. We will certainly try to keep you and your household informed of the changes if at all possible. You may find our menus located on the website under Food Service at [www.dillon3.k12.sc.us](http://www.dillon3.k12.sc.us) or in your child's classroom.

If you have any questions or concerns please feel free to call me. We would like to keep the lines of communication open to help serve you at Dillon Three. You may reach me at 752-7101 or at [theresa@mail.dillon3.k12.sc.us](mailto:theresa@mail.dillon3.k12.sc.us)

My office hours are from 7:30 a.m. to 4:00 p.m. Monday – Friday

Sincerely,

Theresa Rogers  
Food Service Director

“This institution is an equal opportunity provider.”