

## **Meal Charge Procedure and Unclaimed Property**

### **I. Purpose**

The goal of the Roaring Fork Schools is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this procedure is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this is to establish uniform meal account procedures throughout the Roaring Fork School District. The provisions of this procedure pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Roaring Fork School District provides this procedure as a courtesy to those students in the event that they forget or lose their lunch money.

### **II. Procedure**

**Full Pay Students** – Elementary, Middle and High School Students will pay for meals at the districts published standard rate each day. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will not be allowed to charge a la carte items or another meal, however he/she will be offered a designated menu alternate. Sample: cheese sandwich, vegetable, fruit and milk. This designated menu alternate is given to the student at no cost!

**Free Meal Benefit** - Free status students will be allowed to receive a free breakfast and lunch each day. A la Carte purchases must be prepaid.

**Reduced Meal Benefit** - Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will not be allowed to charge a la carte items or another meal, however he/she will be offered a designated menu alternate. Sample: cheese sandwich, vegetable, fruit and milk. This designated menu alternate is given to the student at no cost!

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by speaking with the cafeteria manager.

Students/Parents/Guardians can pay for meals in advance with cash or check payable to Roaring Fork School District. Payment can also be made on the Parent Portal online. To access the parent portal you will need to set up an account. Contact your school office for more information.

Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Refunds for withdrawn, and graduating students; a check for a refund of account balances can be requested from the Food Service Director located at the Glenwood Springs District Office.

Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested at the district level within one school year. For balances greater than \$5.00 the district shall send written notice to the apparent owner's last known address stating that property is being held and may be turned over to the State Treasury if not claimed.

Balances Owed; Collection of owed balances will continue until paid in full. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

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