

**Caroline County Public Schools
Department of Food and Nutrition Services
Standard Operating Procedure**

Subject: Meal Charges	SOP A-06
Date: 3/10/17	
Revised: New	
Subtopic:	

Purpose: Ideally, all student and adult meal accounts would be maintained with a positive balance so that the funds are always available for meal or a la carte purchases. Occasionally, however, students and parents/guardians may forget to add money to the meal account in a timely manner. To prevent students from going without a meal, charges may be made to the meal account. The total amount of the charges is limited to control outstanding negative balances. “Low Account Balance” notices are sent home to parents/guardians to notify them of the account status.

Procedure:

1. Student charges

- a. Students may charge up to \$10.00 against the meal account.
- b. Charges are only allowed for reimbursable meals or milk purchases, never a la carte items.
- c. Once the \$10.00 maximum charge limit is reached, the student will receive the Alternate Meal (refer to ‘Alternate Meals’ SOP A-07).
- d. Students may purchase a meal with “cash in hand” regardless of the amount of money owed.
- e. Students currently approved for FREE meals receive a meal regardless of the amount of money owed.
- f. Staff must not overtly inform students of their low balance. Instead they need to make note of the student that needs a note home.
- g. The FSN district office will do an auto call two times a week to parents/guardians whose child has a low or negative balance.
- h. FSN district office will inform parent/guardians of the program myschoolbucks that will allow them to check the balance of their child’s account for free.
- i. Negative charge letters are to be sent home routinely to parents/guardians. At a minimum, negative charge (debt) letters are to be sent home to parents/guardians on the 15th of each month.

2. Adult Meal Accounts: Adults are not allowed to charge. This in compliance with USDA regulations.
3. Parents or guardians with questions about their child's (children's) meal accounts can contact the school cafeteria manager or the FNS central office.
4. If desired, a parent/guardian may request that a dietary note be placed on their child's account to restrict purchases or charges.