

## Harrisonburg City Schools

### School Nutrition Program

#### Collection and Charge Procedures 2015 - 2016

##### PROCEDURES FOR MEAL PAYMENTS

- Lunch prices are as follows: Full Price – Elementary \$1.70, Middle \$1.90, High \$2.05; Reduced Price \$0.40 all levels, Adults -\$3.00. Breakfast prices are as follows: Full price - \$0.75 all levels, \$0.30 all levels, Adults \$1.50.
- A la carte prices are as follows: Extra entrée \$1.75, Ice Cream \$1.00, Bottled Water or Juice \$1.00, Milk \$0.50, Small Juice \$0.35, Extra Fruit/Vegetable \$0.75
- Payments can be made for any given period of time: a day, a week, a month, or even the entire school year and can be made with cash or check. Credit or debit cards are not accepted at the school level. Parents may set up an account to check meal balances and purchases and to add funds to an account using a credit or debit card at [www.myschoolbucks.com](http://www.myschoolbucks.com) If you would like to check your child's account balance you may also call or email the cafeteria manager at their school or call or email Andrea Early, School Nutrition Program Director at 437-3300 or [aeearly@harrisonburg.k12.va.us](mailto:aeearly@harrisonburg.k12.va.us).
- Please put payments in an envelope with the student's name and account number (ID number) on the envelope. It is helpful to write the student's name and ID number on all checks. Please have students bring payments to the cafeteria.
- **No cash will be returned to a student who presents a check for meal payment. Refunds from student accounts will be made only if a request in writing or by email is made by a parent or guardian. Funds will not be transferred between siblings in a family without prior written authorization from a parent or guardian.**
- Account balances from the previous year will roll over to the new school year. Parents of students who are graduating or leaving the district should make a request in writing or by email for a refund of an account balance. Notices will be sent to parents of graduating seniors who have a positive balance. Balances remaining on accounts of graduating seniors after June 30<sup>th</sup> will be transferred into a hardship fund. This fund will be used by the Director of School Nutrition to offset meal charges on a case by case basis.
- Meal charges are also reflected in the student's meal account balance. **Students with meal charges will not be allowed to charge or purchase a la carte (extra) food items.**
- Security for this system relies in students not sharing their individual account number.
- Students who receive free or reduced lunch also qualify for free or reduced breakfast. Please note that free and reduced status applies to full meals only, not individual items (milk for example).

## **PROCEDURES AND POLICY FOR MEAL CHARGES**

- A meal charge is defined as a short-term loan for a child to eat because the child has forgotten or lost money for that day. The School Nutrition Program is self supporting and relies on revenue generated from meals that are served. Therefore, charges must be kept to a minimum.
  
- Cafeteria Managers, through the use of the computerized school nutrition accounting system, will allow and record charges, collect monies for payment of charges, and issue charge notices as deemed necessary. Parents will be notified by automated phone call when their student's account is in a negative status.
  
- Full meals will always be provided to elementary and middle school students regardless of amount owed. High school students may accrue no more than \$20.00 in charges. High school students with more than \$20.00 in charges should not go through the regular serving lines, but should go directly to the kitchen to receive an alternate meal (sandwich and drink). Students with meal charges will not be allowed to charge or purchase a la carte (extra) food items. Parents are expected to pay meal charges in a timely manner at all school levels. School staff may accrue no more than \$12.00 in charges.
  
- If a hardship has occurred, please submit a new application for free/reduced meals immediately. Please note that parents are expected to pay charges accrued to a student's account prior to their being approved for free and reduced meals. A hardship fund is maintained and may be used to offset these charges on a case by case basis.
  
- If you have questions, please call the cafeteria manager at your student's school or call Andrea Early, School Nutrition Director at 437-3300.

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