

## **Livonia Public Schools**

### **Food & Nutrition Services Department**

#### **MEAL CHARGING PROCEDURES**

The purpose of having meal charging procedures is to establish consistent clear meal account procedures throughout the district. There is a fine line between considering the fiscal integrity of the district and the solvency of the food service program while also meeting the nutritional needs of students.

#### **GOALS:**

- To ensure that students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line.
- To foster clear positive communication among staff, administrators, teachers, students and parent/guardian.
- To establish fair practices that can be used consistently throughout the district regarding meal charges and the collection of charges.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of their child/student.

#### **SCOPE OF RESPONSIBILITY:**

##### **The Nutrition Department:**

Responsible for maintaining meal account records.

Responsible for notifying the student's parent/guardian with phone calls or written documentation after credit limit has been reached. Responsible for working with households toward a reasonable resolution.

##### **The Parent/Guardian:**

Responsible for immediate payment.

#### **MEAL ACCOUNTS:**

We strongly discourage meal charges, but understand that it occasionally happens. Meal charges are a temporary solution and are not intended to address broader issues of a parent/guardian's inability to pay for a meal for his/her child. In those instances, an application for Free or Reduced Meal Benefits should be completed. Free and Reduced Meal Applications are available on line at <https://frapps.horizonsolana.com/LIVP01> or in the cafeteria, the school office, and on the district website.

Parents/guardians are encouraged to make meal payments in advance. Personal checks and cash deposits are accepted at the student's home school. For convenience, deposits may also be made by credit/debit card after setting up an account for the student on [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com).

The District uses SOLANA computerized meal credit system to account for student meals and ala carte sales. All students have personal accounts regardless of paying status (free, reduced or full pay). Similar to a bank account, each student has a school ID number which stays with them for their duration in the Livonia Public Schools

When using the My Payments Plus system, parents/guardians can access cafeteria purchases and account balances at anytime. This app is not only for making payments.

Lunchroom cashiers will verbally notify students at the register when their meal account balance is low, specifically when it reaches the value of two equivalent lunches or less.

#### **MEAL CHARGING POLICY:**

*Although not required by law through the National School Lunch Act or the Healthy Hunger Free Kids Act, limited meal charging will be allowed, as a courtesy to families, under the following conditions:*

#### **ELEMENTARY SCHOOL STUDENTS:**

- Only reimbursable meals may be charged. No ala carte purchases.
- Students may charge any combination of meals (breakfast and lunch) up to a total of \$9.75 negative balance
- Students will be notified verbally at the register when their account balance is low, specifically the dollar value of two lunches or lower. To avoid this, parents are encouraged to set up a notification of low balance on [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com).
- When a student charges a meal, their meal balance becomes a negative balance.
- Repayment is expected for all charged meals.
- After the third occurrence, the parent will receive written notification. After the fourth occurrence, a call home will be made.
- Once a negative \$9.75 is reached, the student will receive a supplemental meal. This will be a cheese sandwich, veggie and/or fruit and milk. Staff member will notify principal prior to this situation occurring via notification when a negative balance of \$9.75 is reached.
- No charging will be permitted 2 weeks prior to the end of the school year.
- All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Food & Nutrition Services Department.

#### **MIDDLE SCHOOL STUDENTS:**

- Only reimbursable meals may be charged. No ala carte purchases.
- Students may charge any combination of meals (breakfast and lunch) up to a negative \$9.75.

- Students will be notified verbally at the register when their account balance is low, specifically the dollar value of two lunches or lower. To avoid this, parents are encouraged to set up a notification of low balance on [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com).
- Once a negative \$9.75 is reached, the student will receive a supplemental meal. This will be a cheese sandwich, veggie and/or fruit and milk. Staff member will notify principal if this situation occurs.
- When a student charges a meal, their meal balance becomes a negative balance.
- Repayment is expected for all charged meals.
- After the third occurrence, the parent will receive written notification. After the fourth occurrence, a call home will be made.
- No charging will be permitted 2 weeks prior to the end of the school year.
- All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Food & Nutrition Services Department.

#### **HIGH SCHOOL STUDENTS:**

- If a student needs to charge a meal they need to have approval of administrator for cashier. If this becomes an ongoing issue, the school's SAP will be notified to explore the need for assistance.
- Only reimbursable meals may be charged. No ala carte purchases.
- Students will be notified verbally at the register when their account balance is low, specifically the dollar value of two lunches or lower. To avoid this, parents are encouraged to set up a notification of low balance on [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com).
- All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Payment must be made in full to the Food & Nutrition Services Department.

**Weekly, the nutrition department provides a list of negative balances to the school administration.**

**Please see Bad Debt Policy, posted on the Food & Nutrition Services Department webpage ([www.livoniapublicschools.org/departments/food\\_service](http://www.livoniapublicschools.org/departments/food_service))**

**This institution is an equal opportunity provider.**