

## Food Service Management: Procedures for Meal Charges

To facilitate effective and efficient food service management, the Westmoreland County School Board outlines the following regulations.

The student will only be allowed to charge meals with the total limit of \$12.00 (3 breakfast and/or lunch) at the elementary and middle school levels. Charging will be allowed with a total limit of \$4.00 at the high school level.

Parents will be informed through an automated calling system referred to as the School Messenger when (1) the student's account balance is low and/or approaching a zero balance; (2) the account balance is about to reach its chargeable limit; and (3) at which time the account can no longer accept charges.

The parent is responsible for providing the student with a meal from home or monies to purchase meals at school should the child not qualify for free or reduced breakfast or lunch.

Should a student reach the chargeable limit with the parent notification through the School Messenger and the parent still does not provide the student with a meal from home or monies to purchase a school meal, the Department of Social Services will be notified.

Any unpaid balance will be released to the Westmoreland County Administrative Offices for collection.

### Procedures of the Food Service Department and Schools:

- I.** The food service department and the schools will distribute a Household Application for Free and Reduced priced meals to all students at the beginning of each school year. Additional applications may be obtained upon request or given on an as needed basis.
- II.** Any student starting school with an application on file from the previous school year will get meals on a free or reduced basis for the first 30 school days. This prior year application will expire on the 31<sup>st</sup> day of school. A new application must be completed at the beginning of each school year.
- III.** If an application is not processed before the 31<sup>st</sup> day of school, students will lose their benefits and parents must provide a meal from home or monies to purchase a school meal until the time the new application can be processed.
- IV.** Parents are to complete the application and return it to the child's school or the school board office. Once the application is received, the food service office has ten days to process the application. The status letter will be mailed to the address provided on the application.
- V.** Students who do not qualify for free or reduced meals will have to pay the full amount.

- VI.** Students at the elementary and middle levels may charge up to \$12.00 (3 breakfast and/or lunch.)
- VII.** Students at the high school level will be permitted to charge a total limit of \$4.00.
- VIII.** Thirty (30) days after the opening of school, a student's lunch status may change. Those who may have received free or reduced meals before can possibly become paying patrons or vice versa.

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