

South Lyon Community Schools Meal Accountability Policy

The purpose of having a meal accountability policy is to establish consistent and clear student meal procedures throughout the district.

Goals:

- To ensure that students have a healthy meal.
- To treat all students with dignity and confidentiality in the serving line.
- To foster clear and positive communication among staff, students and parents/guardians.
- To establish consistent practices that are used throughout the district regarding meal accountability procedures.
- To communicate the obligation of meal payments to parents/guardians and to promote self-responsibility of their students.

Scope of Responsibility:

Food & Nutrition Department

- Responsible for maintaining student meal account records.
- Responsible for notifying the student's parent/guardian with phone calls, emails or written documentation when meal balances are \$2.50 and below.
- Verbally communicating low balance information to students at the register when their meal account balance is low.

Parent/Guardian

- It is the parent's/guardian's responsibility to provide the means for their student to be properly fed and ready to learn. In order to do this, parents have three options:
 1. Send a lunch from home.
 2. Provide money for the student(s) to purchase a school meal.
 3. Complete the free/reduced meal application to determine eligibility of meal benefits.

Meal Payments

- Personal checks and cash deposits are accepted at the student's home school.
- For convenience, deposits may also be made by credit/debit card through Skyward Family Access.
- The district uses the Skyward computerized meal credit system to record student meal and ala carte purchases.
- Each South Lyon student has a personal account number for both school and meal identification which is retained for the duration of their enrollment.
- When using Family Access, parents may log in and view their student's cafeteria purchases and account balances at any time.
- Parents are able to setup low balance reminders and limit the dollar value of ala carte purchases through Skyward Family Access

Free & Reduced Meal Applications

- All students are eligible to apply for free or reduced meal benefits.
- Applications may now be filled out and submitted online.
- Applications must be filled out annually and may also be filled out at any time for the current school year.
- Applications are available in school offices and at <https://www.slcs.us>
- There is no retroactive approval of meal applications. Parents are responsible for payment of all school meals that are accumulated before approval is granted.
- A determination letter will be sent to parents notifying them whether or not their student(s) have been approved for free or reduced meals.
- If a notification has not been received within ten days, please contact the Food & Nutrition office to ensure the application has been received – 248-573-8925.

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 Meal Purchasing Procedures

- No ala carte or milk purchases may be charged.
- Students will be notified verbally at the register when their account balance is at \$7.00 (Reduced families \$2.00).
- **After the \$7.00 limit is exceeded, students will be offered one alternative meal consisting of a deli sandwich or salad, choice, milk, fruit and vegetable which will be charged to their account.**
- Parents are responsible for immediate payment when a student's account becomes negative.
- If no resolution occurs school administration will meet with the parent/guardian to obtain repayment or request a completed reduced meal application.
- Unpaid charges will be added to the list of any other outstanding schools fees or unpaid fines at the end of the school year.
- Payment must be paid in full to the Food & Nutrition Department or the school district may withhold privileges from the student(s).

Middle School and High School Meal Purchasing Procedures

- No ala carte or milk purchases may be charged.
- Students will be notified verbally at the register when their account balance is low.
- Students may charge any combination of meals up to -\$4.00 (Reduced families up to \$2.00).
- **After the \$4.00 limit is exceeded, students will be offered one alternative meal consisting of a deli sandwich or salad, choice, milk, fruit and vegetable which will be charged to their account.**
- Once the alternative meal has been served students will no longer be able to charge a meal.
- Parents are then responsible for providing a meal from home or immediate payment of the negative account.
- If no resolution occurs school administration will meet with the parent/guardian to obtain repayment or request a completed reduced meal application.
- Unpaid charges will be added to the list of any other outstanding schools fees or unpaid fines at the end of the school year.
- Payment must be paid in full to the Food & Nutrition Department or the school district may withhold privileges from the student(s).

In case of an emergency, a parent may contact the Food Service Director at 248-573-8902 or the Administrative Assistant at 248-573-8925 with a request for a student to be allowed to charge a meal. The parent must agree to repay the meal charge the following day. This process applies to all grade levels including the High Schools.

Remaining Funds/Pay it Forward/Inactive Accounts

- Please contact the Food & Nutrition Office at 248-573-8925 or by email – myers-trentc@slcs.us to complete any of the following arrangements:
 1. Parents may request a transfer to a sibling(s) account at any time of the year.
 2. Parents of graduating and inactive students may request refunds at any time up to a year after leaving the South Lyon Community School District.

Federal Regulations Regarding Annual Reimbursements to School Nutrition Programs

Student charges and alternative meals which are determined to be uncollectible should be recorded as a bad debt expense. "Bad debts" are not included as program expenditures in the School Nutrition Program. The Office of Management and Budget's Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments", Attachment B, Item 7, Bad Debt

http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a87.pdf covers these situations. This directive states that bad debts, including losses (whether actual or estimated) arising from uncollectable accounts and other claims, related collection costs, and related legal costs, are unallowable. As a result, the district's General Funds must re-pay the School Nutrition Programs for these debts. Reimbursements should be made within the same fiscal year.

USDA is an equal opportunity provider.