

Students and adults are expected to pay cash daily or pay in advance for all food purchases. It is the responsibility of the family to keep their lunch account up to date. Charging can be embarrassing to the students. We encourage the parents/guardians to maintain their child's account throughout the school year.

The Richmond County School System recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the Nutrition Services Department, the District will enforce the following policies by grade level:

### **A. Free and Reduced-Price Lunch Students**

- I. **Free lunch** status allows a child to receive one free breakfast and lunch every day. À la carte items are not part of the USDA program and are not allowed to be charged.
- II. **Reduced-Price lunch** status students will be allowed to have a negative account balance up to a maximum of \$4.00. Reduced-priced lunch is .40¢. À la carte items are not part of the USDA program and are not allowed to be charged.

### **B. All Other Students**

- I. **ELEMENTARY & MIDDLE SCHOOLS (Grades PK-8):** A low balance or negative balance letter will be sent home with students on Fridays. For parents with email addresses on file, the letter will also be emailed. Students in grades PreK – 8 are only allowed to incur charges up to a maximum of \$30.00. Once a student reaches \$30.00 in charges, an alternative meal will be offered to the child and the cost of the alternative meal (\$1.00) will be charged to the child's account.

The nutrition manager and nutrition department will make every effort to contact parents in regard to delinquents account to confirm that the parent is aware that a payment is due. If payment is still not received, the Director of Nutrition Services in conjunction with the building administration will determine if further action is warranted. The Nutrition Manager and/or Principal will monitor the student at meal periods to make certain the student is receiving a breakfast/lunch provided by the parent/guardian.

II.