Chardon Local School's Lunch Charges and Collection Procedures

In accordance with state and federal law CSD adopts this Credit/Charge Meal Process to establish school district procedures and ensure that all employees, families and students the district share an understanding of expectations regarding meal charges. This procedure allows students to receive the nutrition they need for the school day, prevents overt identification of students with insufficient funds to pay for school meals, and maintains the financial integrity of the nonprofit school nutrition program.

Our Food Service Department understands that there will be times a student may forget or lose their money during the school day. We do allow students to charge a lunch if needed, but only at a limited amount. Unpaid charges place a financial strain on the Food Service Department, so we ask that any charges made be paid back promptly. We will let your child know if their account is running low.

Parents can also set up their child's account to not allow any charges. To put any purchasing restrictions on your student's account, please contact our Food Services Department.

Lunch Charge Policy:

- To ensure elementary students do not go hungry, they may be permitted to charge meals.
- Grades 4-12 will be permitted to charge a limit of three regular meals.
- Students that have charged the limit will not be permitted to purchase a breakfast or Lunch unless they have cash.

Students are not permitted to charge extras or al a carte items at any time.

Students with charges will not be permitted to purchase extras until the charges have been paid. Any extra money given to the cashier will be used to pay outstanding charges.

******Students should make every attempt to avoid charging by calling a parent for lunch money. Any charges will be carried over to school fees. Failure to pay charges/fees may result in the withholding of diploma/transcript.******

Updated 8-1-22

Lunch Charge Notification Procedures:

• Students will be alerted about low balances daily by the cashier.
• Charge notices will be emailed to the parent upon reaching a negative account balance.
• Parents will receive a mailed letter after the three-charge limit is reached.
• Parents will receive a phone call from the Food Service Supervisor for collection after three charges.
• Any unpaid meal charges will be turned over to the Treasurer's Department for collection.

Unresolved lunch charges will remain on student's fees and must be paid prior to participating in graduation ceremonies.

Parents can add money to student accounts by cash or check in the school cafeterias or online by using the link to https://www.chardon.k12.oh.us/InfiniteCampus.aspx. There is no charge to use this service. Parents can also set it up to receive low balance alerts even if they do not use it to add money to their child's account.

Go to the school's website, https://www.chardon.k12.oh.us/ and select the **Infinite Campus Link** https://www.chardon.k12.oh.us/InfiniteCampus.aspx. With this service, parents can:

• Check account balance
• Set reminders to notify parents when the account is low
• Track spending by viewing student's cafeteria purchases
• Add money to student accounts
• Any remaining balance will transfer to the next school year

*If families are having trouble financially, they can fill out an application to receive free or reduced meals anytime during the school year. With the school's Point of Sale system, others cannot detect the student's status.

If a family would like to see if they qualify, they can complete the following form found on our school web site, under foodservice or call the school's office to request a form be sent home.

- Lunch/breakfast payment system (***NEW*** as of 2022-23!)
- Free/reduced meal applications (***NEW*** as of 2022-23!)