

**CHARDON SCHOOL DISTRICT PROCEDURE  
FOOD and NUTRITION SERVICES  
Charge Collection Procedure**

**GOALS:**

- ◆ To encourage parents to assume appropriate parental responsibilities.
- ◆ To treat all students with dignity about their meal account in the serving line.
- ◆ To create positive situations with district staff, district business policies, students, and their parents.
- ◆ To teach students self-responsibility with appropriate policies.
- ◆ To establish a consistent district policy regarding meal charges and collection.
- ◆ No a la carte purchases can be charged or may if there is a outstanding balance

**Procedure Communication:** Ensure this procedure is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. It also must be provided to all school staff that may assist students in need. Policy will also be included in student handbooks and the Chardon Local School and Food & Nutrition websites.

**PROCESS AND PROCEDURE: procedure in effect until two weeks before school ends. (see reminders)**

	<b>Elementary</b>	<b>Middle</b>	<b>High School</b>
<b>Amount of Outstanding Meal Charges Permitted</b>	<b>Students in elementary grades will always be given a meal.</b>	<b>Maximum of 10.00</b>	<b>Maximum of \$10.00</b>
<b>Notifications to Student and Parent of Meal Account Balance</b>	<b>Student:</b> Verbal Reminders Daily stating Need Lunch \$ by Cashier <b>Parent:</b> Use Myschoolaccount to check balance at any time.	<b>Student:</b> Verbal Reminders Daily stating Need Lunch \$ by Cashier <b>Parent:</b> Use Myschoolaccount to check balance at any time	<b>Student:</b> Verbal Reminders Daily stating Need Lunch \$ by Cashier <b>Parent:</b> Use Myschoolaccount to check balance at any time
<b>Charge Notifications to Parent or Guardian</b>	When account balance is negative a call will occur and continue until the account is brought to a positive balance. <b>Parent</b> may use <b>Myschoolaccount</b> online or <b>Bring Cash</b> or <b>Check</b> to cashier before 1 p.m.	When account balance is negative a call will occur and continue until the account is brought to a positive balance. <b>Parent</b> may use <b>Myschoolaccount</b> online or <b>Bring Cash</b> or <b>Check</b> to cashier before 1 p.m.	When account balance is negative a call will occur and continue until the account is brought to a positive balance. <b>Parent</b> may use <b>Myschoolaccount</b> online or <b>Bring Cash</b> or <b>Check</b> to cashier before 1 p.m.
<b>Procedure when charge reaches \$10.00</b>	If FNS has not received payment and the charge amounts to \$10.00, FNS will send a Blackboard letter to the parent to remind them we have been feeding the child in good faith, and that money is owed to the student's account. All calls home will continue.	If FNS has not received payment and the charge amounts to \$10.00, FNS will send a Blackboard letter to the parent to remind them we have been feeding the child in good faith, and that money is owed to the student's account. All calls home will continue. If the negative balance reaches \$10.00 the student will not be allowed to charge. All calls home will continue.	If FNS has not received payment and the charge amounts to \$10.00, FNS will send a Blackboard letter to the parent to remind them we have been feeding the child in good faith, and that money is owed to the student's account. All calls home will continue. If the negative balance reaches \$10.00 the student will not be allowed to charge. All calls home will continue.
<b>\$10.00 in meal charges</b>  <b>If parent does not send a meal as requested for their child then a complimentary fruit and milk will be given to the student if they come through the meal line.</b>	<b>Students in elementary grades will always be given a meal.</b>	Student will not be allowed to charge. <b>Parent expected to pay charges promptly and until charges are paid the parent will be required to feed your child breakfast at home and to send a lunch to school <u>so your child does not have a meal.</u></b>	Student will not be allowed to charge. <b>Parent expected to pay charges promptly and until charges are paid the parent will be required to feed your child breakfast at home and to send a lunch to school <u>so your child does not have a meal.</u></b>

## SPECIAL CIRCUMSTANCES:

**If charges occur before the meal application is approved then charges must be paid as accrued.**

Parents may elect to deny their children charge privileges. In this event, a special note will be made in the POS computer to this effect. Every effort is made to feed our students. Persistence in collection of owed monies is aggressively pursued.

## OTHER INFORMATION FOR PARENTS

The Chardon Local School District uses a computer system for student meal purchases. All students are assigned a personal Student ID # when enrolled.

All students have their own account and money may be deposited into it on a daily, weekly, monthly, or yearly basis. We encourage monthly deposits to help speed up the serving lines at mealtime. We appreciate our parents who prepay for the meals. It helps the line move so much quicker, and also assures that your child will receive a meal without delay.

Parents may get information about your students eating habits anytime by using **Myschoolaccount.com**, our online source, or by contacting the school manager of your child's school or by calling FNS office at 440/286-0425 or [josephine.culliton@chardonschools.org](mailto:josephine.culliton@chardonschools.org).

- \* The sooner your child learns their number, the easier it is to get lunch promptly. Parents, we will try and keep you informed of your elementary child's account balance but you can always check it using – **Myschoolaccount.com** [josephine.culliton@chardonschools.org](mailto:josephine.culliton@chardonschools.org) Please refer to our Meal Charge and Collection procedure listed for more details.

## REMINDERS –

**Checks returned for insufficient funds will not be accepted for future payments and cash, money order or using Myschoolaccount.com will be your payment options.**

- \* **Charges accrued before application approval must be paid.**
- \* **Debit Card Online Payment For Student Meals –Myschoolaccount.com \$1.50 fee**
- \* **Parents are encouraged to set up a 'Low Balance Notice' through Myschoolaccount.com**
- \* **Meal Charges are not allowed the last two weeks of school so money must be on your student's account.**
- \* **Nonprofit School Food Service resources may not be used to cover costs related to Bad Debt arising from uncollectible accounts. These funds must come from the school district's general fund or non-federal source.**

## FACULTY AND STAFF MEAL CHARGE AND COLLECTION

	<i><b>Elementary School Staff</b></i>	<i><b>Middle School Staff</b></i>	<i><b>High School Staff</b></i>
<b>Number of Outstanding Charges Permitted</b>	<b>Breakfast and/or Lunch may be charged not to exceed \$10.00</b>	<b>Breakfast and/or Lunch may be charged not to exceed \$10.00</b>	<b>Breakfast and/or Lunch may be charged not to exceed \$10.00</b>
	Verbal Reminders given daily by Cashiers to Faculty	Verbal Reminders given daily by Cashiers to Faculty	Verbal Reminders given daily by Cashiers to Faculty

### Nondiscrimination statement reads as follows:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English. To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 **fax:** (202) 690-7442; or **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

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