

Cafeteria Meal Charging Procedures

It is the intent of the Greenwich Central School District to provide meals for students in the most effective manner possible. In order to accomplish this objective, it is important that all meals be paid for. The National School Lunch and Breakfast Programs were created to provide nutritious meals for students from families with incomes below set guidelines. Students from families with incomes above these Federal guidelines are expected to pay the regular price for all meals. Families are encouraged to apply for free and reduced price meals if they experience a drop in income during the year. Applications will be provided upon request or can be found on the districts website.

It is recognized that the cafeteria serves students who are not experienced at managing their finances. Events will occur when students are forgetful. For this reason, cafeteria staff will communicate with students, teachers and persons in parental relation to collect the required payments for meals. Adults are encouraged to prepay meals for their students in any amount for any future period. Payments can be made online, by check, or cash. The following guidelines will govern student meal charging:

1. Adult charging is prohibited.
2. Food Allergies will be accommodated.
3. No "a la carte" (even second entrees), snacks, bottles beverages, and ice cream may be charged.
4. A letter and/or email will be sent at least weekly for all balances less than zero.
5. Students K-12 are allowed to have up to **ten** unpaid school lunches on their accounts.
6. Charges are expected to be paid immediately.
7. After ten meals are charged, one or more of the following may occur:
 - a. Parents will be contacted and asked to pay immediately.
 - b. Instructions will be provided on how to bring a lunch from home.
 - c. Referral will be made to appropriate school staff such as, nurse, principal, counselor and/or social worker.
 - d. A letter or email will be sent.
8. Exceptions will be under the authority of the Food Service Director.