

# BROOKLYN CITY SCHOOL DISTRICT

## ADMINISTRATIVE GUIDELINES

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### **8500D - PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Brooklyn City Schools will adhere to the following meal charge procedure.

All food purchases are to be paid in cash daily or paid in advance. Parents/guardians may make deposits to a student's meal accounts by sending cash to the school office the student attends or by using the on-line site [www.spsezpay.com](http://www.spsezpay.com).

#### **Meal Charging Guidelines**

##### **1. Students in grades K-5**

- A student may charge up to \$20 in regular meal charges (breakfast or lunch), if this student has a zero or negative balance on his/her EZ pay account.
- An alternative meal will be provided to this student, after he/she has exceeded the \$20 charge threshold. An alternative meal consists of a cheese sandwich, fruit, and/or vegetable and milk. The student will be told at the register when he/she is charging.

##### **2. Students in grades 6-12**

- A student may charge up to \$20 in regular meal charges (breakfast or lunch), if this student has a zero or negative balance on his/her EZ pay account.
- An alternative meal will be provided to this student, after he/she has exceeded the \$20 charge threshold. An alternative meal consists of a cheese sandwich, fruit, and/or vegetable and milk. The student will be told at the register when he/she is charging.
- A student who has charged a meal, or who has a zero (0) balance may not charge or purchase extra entrees, al carte items or drinks.

**Low and/or Negative Balance Notification and Collection Procedures.** The following notification procedures may be undertaken in various combinations in an effort to inform parents when a student's account is low or negative.

- Students will be verbally notified by the cashier when accounts are getting low or an account has a negative balance.
- Low balance and/or negative balance notices will be sent home weekly with the student informing parents when their child's account has a low balance of \$10.00 or less or a negative balance. The Secretary of Support Services in the Business Office will create the weekly low/negative balance letters and distribute them to the appropriate school for them to give to the student to take home. Information on how to apply for free or reduced price meals will be

included in the letters. Free and reduced lunch application are available all year long in all school offices or can be obtained on the district's website [www.brooklyn.k12.oh.us](http://www.brooklyn.k12.oh.us), parent resources, free /reduced lunch.

- Parents who subscribe to [www.spsezpay.com](http://www.spsezpay.com) will receive low balance emails through this website.
- After two (2) consecutive weeks of notices the principal or designee will be contacting parents regarding their child's negative account.
- If a student has a negative balance, once funds are deposited, the negative balance will be deducted first from the deposit. A positive balance must be maintained in order for the student to receive the regular meal.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- All accounts must be settled by the end of the school year. No lunch charging will be allowed under any circumstances during the last ten (10) days of the school year. Letters will be sent home approximately 15 days before the end of the school year to students who have negative balances.
- Negative balances will result in report cards being held until the balance is paid in full.
- Students who have negative balances may be excluded from participating in non-core instructional school activities, which include school dances, prom, Greenfield Village trip, Washington D.C. trip or other like activities.
- Negative balances that remain by High school seniors will be addressed with these families so as to avoid the students not participating in end of the year activities such as prom or graduation.
- Students who graduate or withdraw from the district and have \$10.00 or more left in their lunch/meal food service account will be notified by mail or email by food services at the end of the school year to either transfer the funds to another student or to receive a refund. If no response is received prior to June 30, the student's lunch/meal account will close and the funds may no longer be available. If a refund is requested, please complete the Refund Request form that can be found on the Food service web-site or by calling the Business Office at 216-485-8121.