

## **Alternative Meal Procedure for Students Who Cannot Pay for Meals**

Adams County Ohio Valley Schools' Child Nutrition Department is self-supporting. It receives no money from the district's General Fund budget, tax levies or property taxes. Child Nutrition is funded only from federal reimbursements and student payments to cover all operating expenses and fees. By federal law, Child Nutrition revenues must meet or exceed expenditures. Therefore, unpaid charges and unlimited alternative meals would affect the ability for the Child Nutrition Department to support itself.

The Child Nutrition Department meal charge procedure goals:

- To treat all students with dignity in the serving line regarding meal accounts;
- To establish a consistent department procedure regarding meal charges and the collection of charges;
- To encourage parents to assume responsibility for meal payments and to promote student self-responsibility;
- To support positive situations with district staff, district business policies, students and parents to the maximum extent possible.

Adams County Ohio Valley Schools' Child Nutrition Department allows three (3) complete lunch charges to all students. However, the charging of any and all ala carte items is prohibited.

For newly enrolled students, there is a five (5)-day grace period during which new students may receive lunch without payment. This allows for the processing of meal eligibility applications.

Each student may charge up to three (3) complete lunches (totaling...for **ALL** reduced students – \$1.20; for full-pay students – PK-6<sup>th</sup> grades – \$7.50; 7<sup>th</sup>-12<sup>th</sup> grades – \$9.00). Each student will receive up to two (2) alternative meals after the three (3) complete lunch charge limit has been met. After a student has received two (2) alternative meals, the student will not receive a meal unless money is provided to pay for it.

### **Alternative Meal Procedure**

1. When a student makes their first complete lunch charge to their account, parents/guardians will be notified via School Messenger that the meal account has a negative balance, in addition, a letter will be sent home to notify them of the negative balance. School Messenger calls will be made every Monday, Wednesday and Friday until the charges are paid in full.
2. After the third charge, the student will receive an alternate meal consisting of a peanut butter or cheese sandwich and a side salad to ensure that all students are receiving the USDA required three (3) components for a complete meal. Parents/Guardians will continue to receive School Messenger notification that the account has a negative balance and a letter will be sent home after the first allowed alternative meal is received by the student.
3. If the student does not have money after receiving two (2) alternative meals, the student will be sent to the school's office to contact a parent/guardian.

*Trays are not taken from a student; we take great care in making certain that no student with a negative balance receives a meal that is not an alternative meal, however, we know that mistakes can happen. If a student with a negative balance receives a meal by mistake, the student will keep the meal and it will be added to the student's account, increasing the amount of charges owed on the account and a letter will be sent to the parent/guardian to notify them of the additional charge, as well as a notification from School Messenger every Monday, Wednesday and Friday.*