

STUDENT LOCAL MEAL CHARGE POLICY

The district participates in the National School Lunch Program and School Breakfast Program. Satsop School District allows meal service charges for breakfast, milk, and lunch. When a student who prepays for food service is running low on funds a notice (cafeteria news) is sent home in the student's daily "take home folder" notifying the family of the number of days left of pre-paid food service. The notice is usually sent home when there are two or more days left of pre-paid service. If a student charges a meal they will receive the same reimbursable meal as the other students. The staff person who deals with lunch funds will place a notice (cafeteria news) in the student's "take home folder" notifying the family of the charge. Private donations will be used to pay for the reimbursable meal for that day, when the family pays the debt the private donor will be reimbursed. After 5 days of delinquency a phone call will be placed to the household. Mary Wolfe is the school official responsible for managing the charges. If debt collection is necessary school lunch personnel and/or the principal will initiate collection procedures. The principal will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment.

If the household is unable to make payment private monies will absorb the delinquent amount and the family will be assisted in filling out a free or reduced lunch application. Satsop School does not have a set limit of charges or dollar amount. General payment reminders for all families are included in the school newsletter and on the lunch menu. The district sends notices out periodically reminding families to apply for free or reduced meals if their finances have changed. The application is available on our school website at www.satsopschool.org and at the school. Families can call 360-482-5330 or come to the school office for assistance in filling out the application. Households are supplied with the free or reduce meal application in the new school year packet. School newsletters encourage families to fill out the application throughout the year.

Families will receive a copy of the meal charge policy in the school handbook and it is posted on the school website www.satsopschool.org. Students who transfer into the district will receive a student handbook which includes the meal charge policy. The policy will be shared with school all staff members during staff in-service days. A reference to the school meal charge policy is on the "cafeteria news" notice that is sent home with students notifying a family of the initial delinquent debt.

Adoption Date: June 21, 2017 (by school officials not the school board)
School District Name: Satsop School District
Revised:
Classification: Manditory