



Meal Charge Policy

I. Purpose

The goal of the International Community School is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our School Nutrition. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of this policy is to establish uniform meal account procedures at International Community School. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the International Community School provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

II. Policy

Full Pay Students – International Community School Students will pay for meals at standard rate (\$2.95) each day. A student will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will not be allowed to get a regular lunch, however he/she will be offered a supplemental lunch. Sample: cheese sandwich, veggie sticks, fruit and milk. This supplemental lunch menu will be charged to the child's meal account at the standard rate.

Free Meal Benefit - Free status students will be allowed to receive a free breakfast and lunch each day.

Reduced Meal Benefit - Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of six (6) meals to their account after the balance reaches zero. Once a student has charged those three meals, he/she will not be allowed to get regular lunch, however he/she will be offered a supplemental lunch. Sample: cheese sandwich, veggie sticks, fruit and milk. This supplemental lunch will be charged to the child's meal account at the reduced rate.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. The school cafeteria possesses a computerized point of sale system that maintains records of all monies deposited and spent for each student and said records are available by setting up an account at TeacherEase or by speaking with the cafeteria manager.

Parents/Guardians pay for meals in advance via TeacherEase account, cash or with a check payable to International Community School. Further details are available on our webpage at www.icsgeorgia.org. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year. Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are



graduating at the end of the year will be given the option to transfer to a sibling's account with a written request. Unclaimed funds will then become the property of the International Community School Nutrition Program.

Sale of lunches

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price lunches for their child.

Collection of Delinquent Meal Charge Debt

Efforts to collect delinquent debt will be made prior to conversion to bad debt by at least one of the following methods:

1. Sending letters to households
2. Phone calls
3. Emails
4. Donations

At the end of the school year, the Nutrition Director, Accountant and Principal will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the School Nutrition from the general fund prior to the end of the same fiscal year.