



**FOOD SERVICE**

**Baugo Community Schools Foodservice K-12  
STUDENT LUNCH/MEAL CHARGING GUIDELINES**

All cafeteria purchases are to be prepaid before meal service begins. Parents may either send with their child; cash, check or money order. Mark the envelope, check accordingly. If you have more than one child, one check may be written noting the children's name and amount you would like to put on each child's account. Prepayment may also be made by using a credit/debit card via [www.mymealtime.com](http://www.mymealtime.com). The student's account must be set up first.

School Meal Charges are designed to cover a situation in which parents or students forget to provide or bring monies for breakfast/lunch. Students who have forgotten or lost money may charge meals in the cafeteria. Under no circumstance may a la carte items (including milk) or extra main entrees be charged. A la Carte Items, extra main entrées are at full cost for all students. It is the procedure of the cashier to verbally remind the student that their account is low to try to avoid meal charges.

All Jimtown students may accumulate up to \$10.00 of breakfast/lunch charges. Low balance and negative balance statements will go home with students whose parents don't have an email address on file. For parents with an email address, letters will be emailed once a week. However, parents may monitor student accounts via [www.mymealtime.com](http://www.mymealtime.com).

A verbal reminder is given to the student daily that his/her account is in arrears. Once the student's account is over \$10.00, schools will provide an alternative meal, which meets USDA requirement, to a student who pays reduced or full price and who does not provide the required payment for that meal.

When the student has reached the \$10.00 limit, a required phone call or an email will be made that afternoon to inform the parent that the student will not be allowed to charge until the account is brought current. A list of the students who received an alternative meal must be sent to the principal daily. Every effort will be made to make sure the students are informed, before they go through the line at lunch, that they will be receiving an alternative meal.

A student may have charges on his/her account but if he/she have cash to pay for his/her meal, the cashier must take the money for the meal and then remind the student that he/she have charges on his/her account. A "No Cash Back" policy will be followed for all Baugo students.

If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals may be refused.

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.

**The last three (3) weeks of school, students may continue to use their account as long as it has sufficient funds to completely cover the cost of their meals. Students' accounts may not be negative or become negative. This is to avoid the student receiving an alternative meal and the negative accounts carrying over into the next school year. At the end of the school year, any unpaid meal charges may be turned over to a collections agency and collection efforts may continue into the new school year. Students who qualify for Free Meals are responsible for prior balances and expenses prior to application approval.**

**Students who graduate or withdraw from Baugo Community Schools and have a positive balance in their lunch/meal food service inactive account will be notified by mail or email by the Food Service Department within two weeks after graduating or withdrawing and will be given the option to transfer the funds to another student's account, transfer the funds into the Baugo donation account, or to receive a refund. If no response is received within 14 days of the mailed or email notice, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Baugo Lunch Donation Account.**

**All inactive student's lunch accounts, with a negative balance, will also be notified and he/she account must be paid in full within 14 days of receiving the statement notice either by mail or email from the Corporation. Any inactive unpaid meal charges may be turned over to a collections agency, small claims court, or any other legal method deemed necessary by the Corporation.**

"This institution is an equal opportunity provider."