

# GFW Schools #2365

## Meal Charge Policy

**I. PURPOSE** The purpose of this policy is to establish consistent meal account procedures for GFW Schools.

### **II. GENERAL STATEMENT OF POLICY**

A. GFW Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning.

B. It is the policy of GFW Schools to offer breakfast and lunch. The Food Service Department strives to produce quality meals at a reasonable cost.

C. The food service program is a pre-payment program. Families are expected to have a positive balance in their family account at the beginning of the year and during the course of the school year.

D. Households may apply for free/reduced meals anytime during the school year. Applications are mailed to all households in the school district prior to the school year via the back to school packet or enrollment packets. In addition, applications are available on the District's website, [www.gfw.k12.mn.us](http://www.gfw.k12.mn.us) or in the District Office.

### **III. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS**

A. Parents will be notified once a week when accounts are low via a letter mailed to the home or via e-mail if an e-mail address has been provided.

B. Charging will not be allowed when a balance due of \$10.00 or more is owed. An alternative meal will be offered for breakfast and lunch in this instance. An exception shall be made only upon parents/guardians contacting the school district to make payment arrangements. Every effort will be made to help a family that is in need.

C. After the second day of offering an alternative meal, someone from the school district will contact the family and review this policy with them. Assistance from Social Services may be requested by the school for possible neglect when the above procedures are unsuccessful.

D. If the account has a balance due of over \$50 and every effort has been made by the District to collect the amount owed without success, a collection agency will be notified of the debt and will take over the collection process.

E. Parent Portal on the District's website, [www.gfw.k12.mn.us](http://www.gfw.k12.mn.us) can be used to view account information and Pay Schools is available for online payments.

Adopted: 4/24/2017