

# FOOD AND NUTRITION SERVICES PROCEDURE

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Reference: District FNS

## The School Board of Broward County, Florida

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Subject: CHARGED MEALS

For Action By: PRINCIPALS  
FOOD AND NUTRITION SERVICES MANAGERS  
FOOD AND NUTRITION SERVICES INTERN MANAGERS  
FOOD AND NUTRITION SERVICES ASSISTANT MANAGERS

Refer Questions To: FOOD AND NUTRITION SERVICES ADMINISTRATORS  
FOOD AND NUTRITION SERVICES DISTRICT OFFICE

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The Point of Sale System utilized interfaces with meal benefit applications issuing each student a meal number. Student eligibility is free, reduced, and paid and incorporated with this coding. Meal numbers are randomly assigned, generated by the computer system; never issued by staff. Overt identification is prevented at the Point of Sale with a student meal number required for recording the meal served. A preassigned number is issued with each student responsible for their number. Students are required to state their name or have their name stated by cashier. In addition, the preassigned meal number must be entered into the key pad, scanned with a bar code, or assisted with the cashier searching the data base for the student meal number.

### **CHARGED MEALS**

Charged meals are allowed when a student does not have lunch money.

1. Elementary students are allowed to charge only one (1) lunch meal.
2. Middle school principals are encouraged to permit meal charging; establishing perimeters. In middle schools where principals have eliminated charging due to student abuse, the Principal's policy is to be followed on no charging.
3. There is no charging in high schools.
4. When a student's account accrues a charge, the cashier will verbally remind the student each day of monies owed. In addition, elementary students will be given a Charge Slip to notify parents of the charges owed.
5. Food and Nutrition Services District Office utilizes Parent Link to notify parent(s) or guardian when students have charged. Calls are made each afternoon.

Continued: **CHARGED MEALS**

6. Students with low balance will be reminded by the cashier at the Point of Sale. The parent has the option to set up a replenishing automatic meal payment account for their student at [www.myschoolbucks.com](http://www.myschoolbucks.com).
7. Print every Thursday an Outstanding Balance Report and/or a Principal Account Summary Transfer Report to discuss with the principal.
8. The names of students who receive an alternate meal for three (3) consecutive days will be referred to the administration to identify if assistance may be necessary. Households and transfer students can locate meal benefit information on the Food and Nutrition Services website. Guidance may be received by calling Food and Nutrition Services Meal Benefits or contacting the school's front office.
9. The charged meal is to be a reimbursable meal.
10. Charging of ala carte items is not permitted.
11. The charge policy applies to full paid and reduced priced meals.
12. Charging of meals is not permitted during summer term.
13. Adult charges are not permitted.

**CHARGED MEAL OVERVIEW**

The Food and Nutrition Services Managers are to contact the Principal at the beginning of the school year to review the charge policy and Food and Nutrition Services meal options.

Every attempt is to be made to collect outstanding charges prior to the end of the school year. If there are remaining uncollected charges or any remaining prepayments, they will be carried forward to the next term and/or next school year. Food and Nutrition Services will work with high school principals to collect monies prior to student graduation.

The Food and Nutrition Services Manager is encouraged to recommend to the Principal or School Administration that all charges be paid prior to a student's reassignment to another location. Students transferring out from the school are required to pay monies owed. Food and Nutrition Services Accounting will continue reaching out to families until the meal debt is paid.

The Charge Meal Policy is listed on the Food and Nutrition Services District website and forwarded to principals' for posting on their school's website. The Charge Meal Policy is also found in the Students Code of Conduct.