

CANFIELD LOCAL SCHOOLS' LUNCH CHARGE POLICY

Canfield School Food Service Department has adopted this policy to govern situations when students do have lunch money or when lunch accounts have insufficient funds

The district shall inform students and parents/guardians in writing of the Districts policy regarding meal charges in each schools policy handbooks. Account balance information is readily available to parents, the school and the lunch staff

Meal charges are as follows:

1. **Grades K-4th** Up to ten (10) \$20.00 lunches may be charged. If no payments are received by the 10th lunch, a "mini meal (Crackers, Cheese & a beverage)" will be provided for lunch . . . not to extend more than 3 meals
2. **Grades-5-12th** Up to five (5) \$11.25 lunches may be charged. If no payments are received by the 5th lunch, a "mini meal (Crackers, Cheese & a beverage)" will be provided for lunch . . . not to extend more than 3 meals.

*No charging will be allowed the last two weeks of every school year to make certain that all debts are paid in full by the end of the year.

*If a balance remains outstanding at the end of the school year, the District will carry over outstanding balances paid upon graduation.

Methods of notifying parents of negative lunch balance. . .

1. Parents are notified through our automated "Robo calling system", when a student has a negative balance below \$-5.00. The district also sends out letters to parents who have not replenished their accounts after a "Robo call message" has been sent.
2. Parents may also sign up to receive low balance email notices. Log on to www.payforit.net and select the "Sign Up" option from the menu. A screen will guide you through the process to establish your account.
3. Cashiers notify students of negative balances in the lunch lines.

If there are financial problems, please contact the school cafeteria supervisor and we will implement a payment program or you may print an application for a Free & reduced price meal application. The application is available on our school website. If you need assistance please call Terri Hutchison, 330-533-5507 ext 2411