

Students with Insufficient Funds for School Meals and Delinquent Accounts

School Meal Programs are required to be self-sustaining and financially independent of the schools district's education budget. To achieve this requires the cooperation of all. Food Service employees must act responsibly with school meal funds, students should not be wasteful and only take food they intend to eat, and parents must ensure their children have money to pay for their meals.

Applications for free and reduced meals are available in each school office or you may choose to apply online at payschoolscentral.com. New applications must be completed each year. We highly encourage families to fill out these applications. A student's meal status only carries over for 30 days into the new school year. **There can be no retroactive approvals of these benefits so if you owe money from meals charged prior to being approved for free or reduced meals, you will still owe that money.** We use a Point of Sales system (POS) which keeps the students' meal status completely confidential and our cafeteria staff is trained on the importance of keeping this information confidential as well. Unless your child tells someone that they receive free meals, no one should ever know. If there is a financial need in your household, please do not let the fear of your child being overtly identified stop you from filling out a Free & Reduced Price School Meals Application. These funds are available to help those families who need it. Please note that only the determining officials see personal financial information. No one in the food service department has access to this.

Meal Charge Procedures

1. Low balance emails (below \$7.00) will be sent Tuesday and Friday evenings to the email address in Final Forms.
2. When a student lunch account falls below \$0, families will receive an email on Fridays to the email address in Final Forms. These emails will continue stating the current balance in the account until the negative balance has been cleared.
3. When a student lunch account balance is more than (\$50.00) we will contact the family via mail, text and/or phone.
4. When a student lunch account reaches an excessive negative balance, there will be a meeting with School Administration, Food Service and parents to discuss future steps.
5. This debt remains on your student's lunch account until paid. This negative balance could affect participation in school sponsored events.
6. Students may not charge a la carte items, including extra entrees.
7. Adults are not permitted to charge.

All monies received are retained in the student meals account. If a student withdraws from school (or graduates) and has money in their account, we will attempt to transfer remaining funds to a sibling or refund outstanding balances. Unclaimed funds remaining after three months will be absorbed by the Food Service Department.

Galion City Schools feel strongly that young children should not be involved in communications regarding negative balances or reminders to bring in money. Because of this, written notices will be sent in sealed envelopes to families and we will not communicate this information to K-5 students unless they ask. Junior High and High School students will be reminded when their balance is low or negative as children this age are learning to be responsible and are able to keep track of their lunch account.