

Chelsea School District  
Food and Nutrition Services  
Procedures for Meal Charging and Delinquent Accounts

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Our goal in Food and Nutrition Services is to provide a balanced meal for lunch and an environment that is stress-free for all students, as well as our entire customer base. We realize that there are times when parents allow the lunch account for the child to fall into arrears, and we will work with parents to get them back on track. However, we also will not expect our students to go without a lunch.

It is our goal to be transparent regarding the Chelsea School District Policy, and our goal to service the entire Chelsea School District with these guidelines in place.

When a student has a negative balance on their lunch account, the following procedure will be followed:

#### Negative Balance Accounts

For students with lunch accounts that have gone three lunches in the negative, or the equivalent of \$8.85 in the elementary, and \$10.05 in the secondary, the student will receive a cheese sandwich, fruit, vegetable, and milk, until their accounts are caught up. Three meals will be the guideline, as the above dollar figures are based upon 2019-2020 lunch meal pricing. The student will be charged the regular meal price. A weekly email will be sent out on Friday to all households that are in the negative. If there is not an email address for a household, the notice will be mailed home. Also, in the elementary locations, the Kitchen Lead will print the negative notices each Friday to send home with the weekly packet. If there is no response to the emails and letters, the Food Service Director will make phone calls to the households to work with parents.

The parent should keep in mind, that although the District will continue to provide a nutritious lunch for the child, they will continue to accrue lunch charges to their account for each lunch served. The parents will be responsible to also make payment on these lunches. A Free and Reduced Lunch Application will be offered in each communication to the parents. Also, it takes 24 hours for accounts to update, and the account will remain negative until the system updates. If money is owed on an account, and cash is presented for a purchase, the account must first be paid off, then the purchase will be allowed. Purchasing will be prohibited with money, if money is owed on an account

#### Policy for Adult Meals & Ala Carte

Under USDA guidelines adult meals may not be charged. If an adult purchases a meal, there must be enough money on the account to cover the meal, or it must be paid for at the time of the purchase.

Snack items and Ala Carte items are prohibited from being charged on all accounts.  
(i.e., Milk, Juice, Fruit, Chips, Cookies, Snacks, Water, Pop, etc.)

Building principals should note that if phone calls are received at the building level regarding these negative balances, they should be directed to the Food Service Department for resolution.