

ELIZABETHTON CITY SCHOOLS

Meal Charge Administrative Procedure

Effective Date: July 1, 2017

General

Students who are unable to pay for their meals at the time of the meal service are allowed to charge breakfast and lunch. Students charging breakfast and/or lunch will receive reimbursable meals.

Charge limits

The amount of charges allowed for all students is \$25.00. Once the student reaches the allowable amount, the cafeteria manager will phone the parent to notify them of the charges. Students are allowed to charge reimbursable meals only. A la carte items may not be charged, with the exception of milk.

Household Notification

Low balance notification: parents may view student balances by setting up an account on myschoolbucks.com and requesting that myschoolbucks.com send them low balance notifications or parents may call the school cafeteria to obtain the student's account balance.

Negative balance notification: the cafeteria manager will notify households of negative balances by sending printed notifications home with students weekly. Parents may also view student balances by setting up an account on myschoolbucks.com and requesting that myschoolbucks.com send them negative balance notifications or parents may call the school cafeteria to obtain the student's account balance.

Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may be carried over at the end of the school year (beyond June 30) while attempts are made by the school to collect the unpaid charges.

The household's debt will be delinquent for a minimum of one (1) day before the school food authority requests payment. Failure to repay a debt may result in the student's diploma being held if the student is graduating or records being held if the student transfers to another school or district. Charges may be paid in the cafeteria or online at myschoolbucks.com during the school year. During the summer months, charges may be paid at the school office, central office or online at myschoolbucks.com (through June 30th). The cafeteria manager is responsible for collecting charges during the school year. School office staff and central office staff are responsible for collecting charges during the summer

Repayment plans

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact your school's cafeteria manager (during the school year) or school staff or central office staff (during the summer break) to establish a repayment plan.

Additional Resources

Families may obtain assistance with applying for free or reduced price school meals by contacting the school nutrition coordinator at the ECS Central Office, 804 South Watauga Avenue, Elizabethton, TN 37643 or by phone at 423/547-8000, extension 8216.

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- 1) mail: U.S. Department of Agriculture
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1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- 2) fax: (202) 690-7442; or*
- 3) email: program.intake@usda.gov*

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