

A. POLICY

In accordance with the OMB A-87 Circular, Child Nutrition Programs are not allowed to use Federal Funds to offset meal charges to students or adults. Therefore, Cherokee County Schools Child Nutrition Program encourages everyone to participate in the prepayment of meal accounts and to maintain a positive balance throughout the school year. Cash on a daily basis is always accepted.

B. PROCEDURES

The Cherokee County Board of Education and the Child Nutrition Program understands that occasionally a student may forget or lose lunch money. Therefore, as a courtesy to our students, meal charges will be allowed with limitation per school level. In addition, Cherokee County Schools Child Nutrition has implemented the online Lunch Prepay Program which allows parents to make meal payments online and allows the parents access to student balances. Parents can utilize this feature to receive automatic e-mails when their child's account balance reaches a low balance.

1. Students in grades **PK-5** may charge with the following limitations and procedures:
 - Students may not charge additional food items or snack items.
 - The charge balance for meals will not exceed 5 meals for any student.
 - Students with an outstanding charge balance will not be allowed to purchase a la carte items. The cash in hand will be applied towards the outstanding charge balance.
 - Each week meal notices for all accounts of **-\$0.50** will be posted in the student planners on some format. Accounts with a two day charge will receive a phone message concerning the outstanding meal balance.
 - Accounts with a four day charge will receive a notice and a phone message stating: *"If your child's meal charges reach a five day charge limit, an alternative meal will be served. Please avoid this situation by contacting the cafeteria manager immediately to reconcile the outstanding meal balance."* An alternative meal may either consist of a peanut butter sandwich or cheese sandwich with milk.
 - Accounts which remain unpaid will be further investigated and the child nutrition director and principal will meet to determine if the household needs to submit an application for meal benefits or if there is a special circumstance in the home. If neither exists the matter will be given to the school social worker for further investigation.
 - Student accounts will not be allowed to charge the last 4 weeks prior to the end of the school year.

2. Students in grades **6-12** may charge with the following limitations and procedures:
 - Students may not charge additional food items or snack items.
 - The charge balance for meals will not exceed 3 meals for any student.
 - Students with an outstanding charge balance will not be allowed to purchase a la carte items. The cash in hand will be applied towards the outstanding charge

- balance.
- Accounts with a two day charge will receive a note and a phone message stating “*If your child’s meal charges reach a three day charge limit, an alternative meal will be served. Please avoid this situation by contacting the cafeteria manager immediately to reconcile the outstanding meal balance.*” An alternative meal may either consist of a peanut butter sandwich or cheese sandwich with milk.
 - Accounts which remain unpaid will be further investigated and the child nutrition director and principal will meet to determine if the household needs to submit an application for meal benefits or if there is a special circumstance in the home. If neither exists the matter will be given to the school social worker for further investigation.
 - Student accounts will not be allowed to charge the last 4 weeks prior to the end of the school year.
3. All outstanding charges for student accounts remaining at the end of the fiscal year occurring on June 30th will be handled in the following manner. A check or transfer will be made to the Child Nutrition Fund from any fund (other than the Child Nutrition) as determined by the Finance Officer. Documentation of the fund source and payment will be provided to the Child Nutrition Director.
4. All adult staff members must either have money in hand or a positive account balance in order to receive goods from the cafeteria. In accordance with OMB A-87 Circular, individual adult accounts are not to have a negative balance at any given time during the school year.

Adopted: August 10, 2000
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