

## **Niles Community Schools Negative Balance and Meal Charge Policy**

Niles Community Food Services has a fiscal responsibility to stay in compliance with Federal Guidelines. In order to stay in compliance and meet financial accountability, parents/guardians are responsible for meals purchased by their student(s) in the cafeteria.

Students are expected to have funds available for the purchase of their meal. Please make sure all balances are kept up to date. Payments may be made by cash or check at the school office. Payments can also be made at [www.Lunchdeposit.com](http://www.Lunchdeposit.com) . Parents will also be able to use this web page to view balances and meal purchase history. Niles Community Schools allows negative balances up to certain limits because we feel it is important that students are not denied access to a meal during the school day.

Additionally, the school district participates in the Free and Reduced-Price Meals Program. Applications for the Free and Reduced-Price Meals Program are available online at [www.Lunchapp.com](http://www.Lunchapp.com), in each school office, NCS website or by contacting the Food Service Director's office. It is important to submit an application each year before school starts or within 30 days after the first day of school. If your child was not qualified for free meals the prior year, you will need to send money to school with your child until your application is approved. Parents will be responsible for any charges that were accrued before the approved application date.

### **Elementary School Charge Policy:**

Elementary students will be allowed to charge 5 meals. The maximum negative balance will be \$11.75 for paid students and \$2.00 for Reduced students. Negative balance notifications will be sent home each Friday in your students Friday folder. Once students reach their maximum negative balance, they will receive an alternative meal consisting of a Cheese Sandwich, Hot vegetable, and White Milk. There will not be a charge for this meal. An alternative meal for students with allergies will be made available when necessary.

### **High School Charge Policy:**

Students at the High School are not allowed to charge. Students are notified verbally at the register when their balance is low. The Kitchen Manager or Food Service Director can be contacted by a parent/guardian to allow 1 day charge for one meal.

\*\*\*If your child has been approved for free lunch they will always be served a meal. If your child is on reduced lunch and owes a balance, they will always be served lunch if they provide the money for the current day's meal.

**Middle School Charge Policy:**

Middle School students will be allowed to charge 3 meals. For paid students the maximum allowable charge will be \$8.55 for full pay students and \$1.20 for reduced students. Once students reach their maximum negative balance, they will receive an alternative meal consisting of a Cheese Sandwich, Hot vegetable, and White Milk. There will not be a charge for this meal. An alternative meal for students with allergies will be made available when necessary. Students are notified verbally at the register when their balance is low.

**Meal Pricing:**

Elementary Lunch: \$2.35

Elementary Breakfast: Universal Free Breakfast in all Elementary buildings

High School and Middle School:

Lunch Tier 1 \$2.45

Tier 2 \$2.60

Tier 3 \$2.85

Breakfast: \$1.60

Uncollected negative balances at the end of the year will be charged to the General Fund to reimburse the Food Service budget.