



# ROSCOMMON AREA PUBLIC SCHOOLS

**Catherine R. Erickson, Superintendent**

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Dear Parents,

Please see the board approved guideline below in regards to meal charging of student meals at Roscommon Area Public Schools. Our Food Service Department will be implementing these guidelines beginning March 1, 2017. Please direct any questions in regards to the charging and student account balances to our food service department at 989-275-6685.

*Administrative Guidelines 8500A*

### *Payment Procedures for Student Meals*

- A. *Once a student has a negative balance of \$5.00, a letter will be sent home notifying the parent/guardian of the amount of the negative balance and a request for payment for that amount. The letter will indicate a willingness on the part of the School District to assist the family if a financial issue exists. A free and reduced lunch application will be included in the letter.*
- B. *A student will receive a meal of choice until his/her account reaches a negative balance of \$10.00.*
- C. *After a student account reaches a balance of negative \$10.00 or more, the student will receive an alternative meal. The alternative meal will meet the USDA National School Lunch Program guidelines.*
- D. *A student will always have the right to receive an alternative meal regardless of the standing of his/her food service account.*
- E. *If the student account continues to have a negative balance of \$10.00 for a period greater than two weeks, a second letter will be sent to the family indicating such and a follow-up telephone call will be made to discuss the situation and to offer assistance.*
- F. *If there is no move to resolve the balance on an account, the District may pursue the collection of the funds through outside agencies.*
- G. *Unique situations will be referred to the Building Administrator for resolution.*

*As an example, an alternate meal may consist of a cheese sandwich, apple, carrot sticks and milk.*

### *Denying Meals*

- A. *National School Lunch Program regulations prohibit schools from denying meals as a form of disciplinary action against free, reduced, or paid students.*
- B. *Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for the meal.*
- C. *If a student is in a disciplinary detention situation during the lunch period, schools may serve meals that are different from the one being served in the lunchroom and in a different location as long as the meal pattern is followed and a reimbursable meal is offered.*

If you are experiencing financial difficulty, please contact our food service department at 989-275-6685 and we can discuss payment options or provide you with a free/reduced lunch application.

Sincerely,



Catherine R. Erickson

*It is our mission at Roscommon Area Public Schools to educate, challenge and inspire all students to become lifelong learners who are well prepared for our global society.*