

2018-19 Procedure for Negative Meal Account Balances

Overview

Cherry Creek Schools Food and Nutrition Services is committed to serving and nourishing its students. In the event that a student does not qualify for free and reduced meals and does not have money in their meal account, a meal will be served to the student and that meal will be charged to the student's account.

Procedure Details

1. It is expected that student lunch accounts be kept current and with a positive balance at all times.
2. It is essential that lunch accounts are kept current in order to operate a sustainable meal program that does not take funds from the General Education Fund.
3. All families are encouraged to complete a Free and Reduced-Price Meal Application each school year.
4. When a student who does not qualify for free and reduced-price meals and does not have funds in their meal account, a reimbursable meal will be served to the student and the meal will be charged to the student's meal account.
5. Charging limits are at the discretion of the Cherry Creek School District.
6. Students are not able to purchase a la carte snack items when meal account is negative.

Communication Regarding Free and Reduced Meals and Negative Balances

A number of methods will be used to prevent occurrence of insufficient funds and to communicate with families when account balance is negative.

- Families will receive twice weekly emails when their student's meal account is negative if signed up for electronic communication from the Cherry Creek School District.
- Phone calls from kitchen personnel and others will be made when needed and letters may be sent home with students when meal account is negative.
- Blackboard Connect emails will be sent starting the last week of June reminding families that the Free and Reduced Meal Application will open July 1, 2018 for the 2018-19 school year and that an application must be completed each school year.
- Communication via Social Media will occur beginning in July.
- A student's meal eligibility will carry over from the previous year for 30 days into the next school year giving families time to submit a new application for the school year.
- In September, communication is sent reminding families that the carry over period will end and a new application must be submitted for the 18-19 school year in order to continue receiving meal benefits.
- Families may pay for meals and add funds to a student account in multiple methods.

- **PayPams** – Funds can be added through the online system by credit card. Go to www.ccsdcafe.org and click on 'Pay Online'.
- **Cash or Check** – Meals can be paid for by cash or check at the student's school.

Definitions

1. **Reimbursable Meal** – Meals that are eligible for Federal Reimbursement.
2. **Charged Meal** – Any reimbursable meal purchased that takes the account balance below \$0.00.
3. **A la Carte** – Single items offered in addition to or separate from the reimbursable meal such as: bottled beverages, milk, extra entrees, snack items, etc.
4. **NSFSA** – Nonprofit School Food Service Account