

PROCEDURE FOR COLLECTION AND PAYMENT FOR MEALS

It is the responsibility of the parent to provide lunch for their children while at school. However, it is important that children receive the nutrition they need to stay focused during the school day. The following procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch. Jefferson Local School District maintains a one meal charge status for all student food services throughout the district.

In regards to students new to the District, students will be allowed one-week grace period to submit a free or reduced meal application when enrolling in the Jefferson Local School District, in order to process their application. A student who submits an application will receive a regular meal until their application is reviewed and processed. If a student does not submit an application after one-week grace period, they will be changed to paid status for their meals.

When students on a reduced price rate for their meals or do not qualify for free/reduced meals, and do not have money with them for a meal, the school will notify the parent in writing of the shortage. If non-payment by the parent continues the school will continue to provide a regular meal to the student for one week. After one week, the school will send a note home to the parents to notify them that going forward, their child will be provided an alternate meal, consisting of a sun butter and jelly sandwich, a fruit, a vegetable and a milk. The District will bear the cost of the alternate breakfast/lunch, but parents will still be held responsible for the cost of the meals. If after another two-week period the child has not paid for the meals or has not submitted a free/reduced application, the cafeteria manager will take the information to the principal and seek assistance to collect on the account and/or try to get an updated free/reduced meal application for that student.

All students at all grade levels will continue to receive their school meals with no interruption while parents are being contacted for payment.

Parents may also pay for school meals via [Meals Pay Plus](#) on the District's website.

Anyone who would like to donate funds to student's accounts may do so by contacting the Director of Dining Services by email ahotlosz@westieff.org or by calling (614)801-2184