

# Northgate School District Food Service Charge Procedures

August 2016

## **Manage your Students Lunch Account**

Parents/Guardians are responsible for keeping their student's lunch account funded to allow purchases in the school cafeteria. Payments are made by check or cash sent to the school cafeteria. Make checks payable to Northgate Cafeteria Fund and include your student's name on the check.

## **Free & Reduced**

If you need assistance to pay for your student's meals, you are encouraged to apply for the free/reduced school meals.

## **Negative Balance Policy**

### **ELEMENTARY**

Elementary school students (grade levels K-6) will be afforded the ability to charge 5(five) full lunches, up to \$11.00. When the charge level reaches \$11.00, the student **will not be denied a lunch** but will be supplied with a peanut butter and jelly sandwich, fruit, vegetable and milk which will be charged to the students account. This replacement lunch will be served until the charge is paid in full. Elementary students will be notified, at the point of service, they have entered into a negative balance. They will also receive a backpack note on the 15th of the month and at the end of the month, a letter will be send home.

### **SECONDARY**

Secondary school students (grade levels 7-12) will be afforded the ability to charge 4(four) full lunches, up to \$10.40. When the charge level reaches \$10.40 the student **will not be denied a lunch** but will be supplied with a peanut butter and jelly sandwich, fruit, vegetable and milk which will be charged to the students account. This replacement lunch will be served until the charge is paid in full. Secondary students will be notified, at the point of service, they have entered into a negative balance and by a letter send home at the end of the month.

Any student in the above referenced procedures who has an allergy to peanut butter and jelly will receive a cheese sandwich instead.

Account lunch balance information is available for grades 4-12 on the parent portal by clicking on balance under the navigation bar to the left.

**In addition, May 1st of each school year, the charge balance for elementary and secondary will be reduced to \$5.00. Any student with a negative \$5.00 balance will follow the procedures listed above.**