

# Jefferson County Public Schools

## Charge Policy

Effective July 1, 2017, all school districts are required to implement and communicate a charge policy for many years. The recommended policy for next year is as follows.

No student will be denied a reimbursable school breakfast or lunch at the point-of-sale (POS). Students who reach the POS without funds to purchase a reimbursable meal will be allowed to charge the meal. Students may never charge a la carte items. Adult charges are never allowed. School and Community Nutrition Services staff are not allowed to take a tray from a student and must charge students for reimbursable meals at the POS.

Students are encouraged to pay in advance for meal purchases at the point-of-sale or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Students will be reminded verbally as needed when their account is getting low. When a student incurs meal charges parents/guardians will be notified via the district's automated call system regarding the amount owed. Charge letters will be mailed to households from the SCNS central office once the account reaches negative \$10.00. Principals will receive a report weekly via e-mail that provides the name and amount owed by students in their building. School administration will assist in determining if there are extenuating circumstances and assist as needed. No student will be denied food or beverage. At the end of each school year either the school or the JCPS central office will reimburse

SCNS for charges that were not collected. JCPS may pursue additional collection efforts. School-based administrators may complete a free/reduced price meal application for a student with a non-responsive parent/guardian. The USDA requirement to notify the parent/guardian of the action will be followed.