



COLONEL CRAWFORD LOCAL SCHOOLS

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Students with Insufficient Funds for School Meals and Delinquent Accounts

School Meal Programs are required to be self-sustaining and financially independent of the school district's education budget. To achieve this requires the cooperation of all. Food Service employees must act responsibly with school meal funds, students should not be wasteful and only take food they intend to eat, and parents must ensure their children have money to pay for their meals.

Applications for free and reduced meals are available in each school office and the Board of Education office or applications may be mailed upon request. New applications must be filled out each year. We highly encourage families to fill out these applications, especially if their financial situation has changed. A student's meal status only carries over for 30 days into the new school year. ***There can be no retroactive approvals of these benefits so if you owe money from meals charged prior to being approved for free or reduced meals, you will still owe that money.*** We use a Point of Sales system (POS) which keeps the students' meal status completely confidential and our cafeteria staff is trained on the importance of keeping this information confidential as well. Unless your child tells someone that they receive free meals, no one should ever know. If there is a financial need in your household, please do not let the fear of your child being overtly identified stop you from filling out a Free & Reduced Price School Meals Application. These funds are available to help those families who need it. Please note that only the determining officials see personal financial information. No one in the food service department has access to this.

CHARGE POLICY:

It is the responsibility of the parents to ensure that funds are provided for school meals but we are aware that sometimes circumstances arise that are beyond control. Therefore,

- Elementary students (Grades K-5) will be allowed to charge a maximum of \$12.00,
- Middle School students (Grades 6-8) may charge a maximum of \$10.00
- High School Students (Grades 9-12) may charge a maximum of \$8.00.

These charge limits are for reimbursable meals only; ala carte items may NEVER be charged. Because we consider nutrition to be an important part of learning, any student who has a delinquent balance, will not be denied a lunch.

- HOWEVER, an alternate lunch will be substituted once a child reaches the charge limit and attempts have been made to collect on the account.
- **This lunch will still be charged to the student's account at regular lunch price.**
- Any student with a delinquent balance may not be permitted to purchase ala carte items even if they have the cash to pay for the ala carte item(s).
- All account balances (positive or negative) will carry over to the next school year.

All money received is retained in the student meals account. If a student withdraws from school (or graduates) and has money in their account, the student may contact the Food Service department or Treasurer and request a full reimbursement, or in the case of graduating seniors, to request the money be moved to a sibling's account.

Colonel Crawford feels strongly that young children should not be involved in communications regarding negative balances or reminders to bring in money. Because of this, written notices will be sent in sealed envelopes to families and we will not communicate this information to K-5 students unless they ask. Jr. High and High School students will continue to be reminded when their balance is low or negative as children this age are learning to be responsible and are able to keep track of their lunch account. In cases of large negative balances or serious delinquency, however, written communication will be sent home and phone calls will be made.

Consequences of having a negative meals balance are:

- Grade cards will be withheld until negative balances have been paid.
- Official transcripts may be withheld until negative balances have been paid.
- Graduating seniors are required to pay all fees, including unpaid lunch balances, before participating in graduation ceremonies.

K12 Payment Center is a way for student's families/caregivers to add money to their child's account and check their account balance. It is available on our website under the "Parent" drop down tab. You must, first, set up an account using your child's student ID number. You can get this number from the building secretary. A transaction fee is charged whenever money is added to an account but you may check a child's balance anytime and no fee is charged. If you prefer not to set up an online account, lunch and breakfast money may still be sent to school with your child and you can check your student's balance at any time by calling the food service department.

These procedures will be posted on the school's website and will be sent home with all students in their first day packets. It will also be sent by e-mail to all staff prior to the first day of school. New and transferring students will receive a copy on enrollment.

Sincerely,

Todd Martin
Colonel Crawford Local Schools Superintendent