

LUNCH CHARGE PROTOCOL

The Illinois State Board of Education has established a protocol for Outstanding School Food Balances. Their protocol states that students who are considered a paid lunch customer (**reduced or full-pay**) may be denied a meal if they do not pay the required amount, it also advises to limit charges per student to a relatively small amount. Adhering to ISBE's guidelines and after discussion with building administration, we have decided to change our lunch charge total limit to the equivalent of three high school lunches: $\$2.55 \times 3 = \mathbf{\$7.65}$.

This should be enough time to make arrangements for the charge to be paid or the child to bring his/her lunch. When charging a lunch, students should eat the subsidized school lunch as opposed to the snack bar or ala carte items.

Once the student has gone over the charge limit:

*Inform appropriate staff that no charges will be accepted until the balance is paid.

*Allow parents to make payments on their unpaid balance, but the child will not allowed to charge a lunch or a milk until that balance is paid off.

Every effort should be made to clear all lunch charges by year's end. Parents will be made aware of any hold over charges before the start of the next school year.

Students are allowed to charge for lunches even on the last day of school as long as the charges do not go beyond the -\$7.65 limit.

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