



## Meal Charge Guidelines and Supplement Meal Procedures

- I. **PURPOSE:** The purpose is to establish meal charge guidelines and supplement meal procedures that apply to all students in Fraser Public Schools (FPS).
  
- II. **GENERAL GUIDELINES**
  - A. FPS recognizes that there are times that students may forget their meal money. Proper nutrition is essential for adequate learning to occur. To ensure that students do not go hungry, but to promote responsible student and parent behavior, the District will allow students who forget their meal money to “charge” the cost of meals to be paid back later, subject to the terms of these guidelines.
  - B. FPS offers breakfast and lunch in accordance with USDA regulations. The Food Service Department strives to produce quality, nutritional meals at a reasonable cost.
  - C. Students may purchase meals with funds deposited into their account at <https://fraser.familyportal.cloud/>.
  - D. The Food Services Program is not obligated or required by law to provide meals to students who forget their money or have insufficient funds on account. The District will allow meals to be charged as follows:

### ELEMENTARY SCHOOL STUDENTS

1. Students may charge up to two lunches and two breakfasts (a total of \$7.40 for Paid Students and \$1.40 for students with Reduced Price Status).
2. After a student reaches this limit, the student will be provided an alternate meal. (For lunch, the meal may include a cheese sandwich with fruit, vegetable and milk. For breakfast, the meal may include cereal, graham cracker, fruit and milk.) Parents will be responsible for the outstanding charges on the student’s account and will continue to receive an alternate meal until the balance is paid.
3. A la carte items, including milk, cannot be charged. Students will not be allowed to purchase any a la carte items if they owe any unpaid charges.
4. If a student continues to eat an alternate meal, the Administration will get involved to see why the parent is unable to provide lunches for the child and if assistance or further action is needed.

### MIDDLE AND HIGH SCHOOL STUDENTS

1. Students may charge one lunch and one breakfast (a total of \$4.50 for Paid Students and \$.70 for students with Reduced Price Status).
2. After a student reaches this limit, the student will be provided an alternate meal. (For lunch, the meal may include cheese sandwich with fruit, vegetable and milk. For breakfast, the meal may include cereal, graham cracker, fruit and milk.) Parents will be responsible for the outstanding charges on the student’s account and will continue to receive an alternate meal until the balance is paid.
3. A la carte items, including milk, cannot be charged. Students will not be allowed to purchase any a la carte items if they owe any unpaid charges.
4. If a student continues to eat an alternate meal, the Administration will get involved to see why the parent is unable to provide lunches for the child and if assistance or further action is needed.

**PLEASE NOTE: Assistance from Child Protective Services may be requested by the school social worker when a student is repeatedly without a lunch or money to purchase one.**

**III. PROCEDURE FOR NOTIFICATION OF ACCOUNT STATUS**

- A. Students will be given verbal notification of account low balance by the food services cashier. This procedure begins when the account reaches a remaining balance equivalent to two (2) meal purchases or below.
- B. Parents or guardians will receive email notification from Meal Magic regarding account low balance. An email address must be on file to receive this notification.
- C. Parents or guardians can view account balances on the Parent Portal.
- D. In addition to meal account balances, deposit history, and account activity including your student's meal or snack selections, parents may now sign-up for low-balance email alerts through <https://fraser.familyportal.cloud/>. Parents can designate a minimum account balance and will be notified by email when their students' account balance goes below that level.

**IV. MEAL BENEFITS**

- A. Households may apply for free/reduced meal benefits anytime throughout the school year, but must reapply for benefits at the **start of each school year**. Applications can be submitted online at <https://fraser.familyportal.cloud/>. Paper applications are also available upon request.
- B. Meal benefits are carried over thirty (30) operating days into the start of a new school year.
- C. On the thirty-first (31) day, students without an approved application on file for the current school year will not have benefits and will be charged the full paid breakfast and lunch price.
- D. Breakfast is available at all schools.

Questions regarding these guidelines should be directed to Allison Serr, Food Service Director, (586) 439-7166 or [allison.serr@fraserk12.org](mailto:allison.serr@fraserk12.org).