

Meal Charge Procedures

Purpose

To outline the Clark County School District Food Services Department's procedures regarding accruing and collecting unpaid meal charges.

Procedure

1. Meal charges can occur when students who do not qualify for free or reduced-price meals would like a breakfast or lunch, but do not have money in their account or in hand to cover the cost of the meal at the time of the meal service.
2. All meal charges must be authorized by the cafeteria's person in charge.
3. **Elementary students** may charge a maximum number of two reimbursable breakfasts and two reimbursable lunches (\$6.50).
 - a. Lunches will continue to be served after reaching the applicable limit and priced at \$0.25 each to be added to the current balance due on the account. There are no limitations on the lunch menu items selected after accruing unpaid meal charges. No breakfasts will be served once a student accrues a balance greater than \$6.50.
 - b. Once a student accrues a food service balance of \$6.50 or greater:
 - i. Weekly letters will be sent home with the student notifying parents.
 - ii. Food Service Department staff will contact parents by telephone and other automated methods.
 - iii. After a balance of \$20 has been accrued, parents will be notified monthly by the Food Service central office.
 - c. Students may not charge multiple breakfasts or lunches on the same day.
 - d. If a student has outstanding charges, any change from over payment may be applied towards their outstanding charges if he/she desires, but is not required.
4. There will be **no meal charges allowed** at the Middle or High School level.
 - a. *At their sole discretion*, principals may elect to pay meal charges for students that would otherwise not receive a meal. Principals use a meal charge account and are responsible for paying the balance in full each month.
5. Households can apply for free or reduced-price meals by completing an application online at myschoolapps.com or paper-based applications from a school's cafeteria or office.
6. Payment for meal charges can be made online using a debit/credit card on myschoolbucks.com. Cash or check payments can be made in the school cafeteria or a check can be mailed to the CCSD Food Service Department at 6350 E. Tropical Pkwy., Las Vegas, NV 89115.

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