

# MEAL CHARGE PROCEDURE

## Southern Cayuga School District Food Service Program

The district offers Parents/Guardians the opportunity to participate in a “prepay” debit system for their student’s meals and a la carte purchases at all schools. It is the responsibility of the parents/guardians to monitor the balance on the accounts of their student(s). Parents/guardians may go online at <http://www.myschoolbucks.com> or contact a School Food Service Manager to receive a current balance and/or an Account History Report on their child’s meal account. If an account gets very low or becomes overdrawn, the following actions will occur.

### **If Current Balance is:**

\$5.00 or less	Cashier reminds student to bring in money
\$0.00 or less	Students may charge up to three (3) lunches After three (3) meals, children will be provided with a peanut butter & jelly or cheese sandwich, vegetable, fruit and milk as their meal choice at a reduced rate of \$1.00 No breakfast items for high school students may be charged No a la carte items may be charged with a negative balance
- \$5.00 (negative) or more	Letter sent home from business office to parent/guardian An automated call and email from School Messenger system
- \$10.00 (negative) or more	School principal will call parent/guardian  If account is not brought current within ten (10) days, the parent/guardian will be notified that they should provide a daily breakfast and lunch for their child

Free and Reduced Price Meal Applications are available in each school and on the District website at [southern cayuga.org](http://southern cayuga.org) or by calling 364-7211 x. 1109.

If parent/guardian fails to provide meals for their child, further action may be taken that could include contacting the NYS Department of Social Services and/or pursuing collection procedures.

If you have a question about your child’s meal account, and/or you would like a copy of an Account History Report, please contact your school food service representative.