

MAYFIELD CITY SCHOOLS MEAL CHARGING GUIDELINES

The *Mayfield City School Food Service Department* recognizes the importance of good nutrition and wants to take all practical steps to ensure all students have access to school meals.

These steps include providing access to applications for Free and Reduced Meal and communicating meal account balances to parents. More information on the Free and Reduced Meal application can be found here: <http://www.mayfieldschools.org/FreeandReducedMealInformation.aspx>

Mayfield Food Service also communicates weekly alert messages notifying parents of lunch account balances so that parents can easily keep track of meal account balances.

MEAL CHARGING

When a student's account goes into the negative, meal charging may be permitted as follows:

Elementary School/Middle School

- The cashier in each building will send a reminder notice home if a student is provided lunch without payment. *Students will be permitted to charge up to 2 lunches. A la carte items may not be charged.*
- *If full payment is not made, or alternative arrangements have not been made through the Principal's office, students will not be permitted to charge additional lunches until the outstanding balance is paid.* The student will be offered a complimentary cheese sandwich lunch including milk and fruit/vegetable. If a student has exceeded 3 days of unpaid meals, the student will be contacted by the Principal and/or guidance counselor.
- *When transferring to a new building or new school year, negative balances must be paid in full.*

High School

Students at the High School are not permitted to charge meals or a la carte items.

ACCOUNT BALANCES- Weekly notices will be sent out via email and text.

The parent or guardian of all accounts with a balance of less than \$10.00 will receive an e-mail and text notice every Friday alerting them to student lunch balance and how to add funds. Please see Payment information below. If a family is having financial difficulty they can apply for Free or Reduced Meals or make acceptable payment arrangements with Director or Principal.

FREE AND REDUCED SCHOOL MEALS

Applications for Free and Reduced School Lunch can be submitted to the office or cafeteria **at any time** during the school year. Please call the Food Service Department at **995-7835** for assistance. Any balance owed prior to being determined eligible will remain the responsibility of the parent or guardian.

ONLINE PAYMENT OPTION

Please utilize our online system to add additional funds or send in a check made payable to *Mayfield Food Service*. You are able to access the online payment system through the *Parent Portal of Infinite Campus*. Once logged in click on *Payments*. To apply for Free or Reduced Meals click on *Applications/Forms*. <https://mayfieldschools.infinitecampus.org/campus/portal/mayfield.jsp>

For more information call the Food Service Department at 440-995-7835 or rsmeal@mayfieldschools.org

This Institution is an equal employer and provider.

