



Mayville Community Schools

Meal Charging Policy

While Mayville Community Schools operates a free breakfast/lunch program for all students, should your child purchase a snack or second portion, the following meal charging policy will be in effect. This policy applies to all of our students and staff. Because students are offered a free meal each day, students will not be allowed to charge snacks or second meals. To ensure that staff do not go hungry, but also to promote responsible staff behavior and minimize the fiscal burden to the District, the Board of Education will allow staff to “charge” up to the amount of **\$5.00**, to be paid back at a later date subject to the terms of this policy.

Food Service is a special revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expense and fees to the district. Therefore, unpaid charges affect the ability of food service to support itself and its employees.

Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policy for meal charges. Following the administrative guidelines from MDE and NSLP, Mayville Community Schools will adhere to the following meal charging policy:

1. Staff may charge up to a maximum of \$5.00 per person.
2. After \$5.00 has been charged past negative, the free meal will be offered to the staff member until the lunch account is at a positive amount.
3. It is permissible for schools to serve only one (1) particular set of food items to staff and students whose parents owe the school money, as long as the food items comprise a reimbursable meal.
4. A staff who has charged \$5.00 may not charge or purchase snack items, including extra main entrees or make purchases in the snack line.
5. Students may not charge snacks nor second meals if there is no money in their account.
6. If staff repeatedly charges items to the school, a food service employee must report this to the building administrator.
7. 2017-2018 Lunch Prices will be as follows:
 - A. Adult price: \$3.25
 - B. Student Second Lunch: \$2.60
 - C. Student Second Entree Only: \$2.10
 - D. Milk: \$0.50 cents