

FOOD AND NUTRITION SERVICES PROCEDURE

Number C - 11

Revision 7/01/16

Effective 1/07/09

Page 1 of 2

Reference: District FNS

The School Board of Broward County, Florida

Subject: CHARGED MEALS

For Action By: PRINCIPALS
FOOD AND NUTRITION SERVICES MANAGERS
FOOD AND NUTRITION SERVICES INTERN MANAGERS
FOOD AND NUTRITION SERVICES ASSISTANT MANAGERS

Refer Questions To: FOOD AND NUTRITION SERVICES ADMINISTRATORS
FOOD AND NUTRITION SERVICES DISTRICT OFFICE

CHARGED MEALS

Charged meals are allowed when a student does not have lunch money.

1. Elementary students are allowed to charge only one (1) lunch meal.
2. In Middle Schools where Principals have eliminated charging due to student abuse, the Principal's policy is to be followed on no charging.
3. There is no charging in High Schools.
4. When a student's account accrues a charge, the cashier will verbally remind the student each day of monies owed. Elementary students will be given a Charge Slip to notify parents of the charges owed.
5. Food and Nutrition Services District Office will utilize Parent Link to notify parent(s) or guardian when students have charged.
6. The names of students who receive an alternate meal for three (3) consecutive days will be referred to the administration to identify if assistance may be necessary.
7. The charged meal is to be a reimbursable meal.
8. Charging of ala carte items is not permitted.

Continued: **CHARGED MEALS**

9. The charge policy applies to full paid and reduced priced meals.
10. Adult charges are not permitted.
11. The Food and Nutrition Services Managers are to contact the Principal at the beginning of the school year to review the charge policy and Food and Nutrition Services meal options.
12. Every attempt is to be made to collect outstanding charges prior to the end of the school year. If there are remaining uncollected charges or any remaining prepayments, they will be carried forward to the next term and/or next school year.
13. The Food and Nutrition Services Manager is encouraged to recommend to the Principal or school Administration that all charges be paid prior to a student's reassignment to another location.
14. Charging of meals is not permitted during summer term.

**FOOD AND NUTRITION SERVICES
PROCEDURES**

Number C - 12

Revision 7/01/16

Effective 11/14/08

Page 1 of 2

Reference: District FNS

The School Board of Broward County, Florida

Subject: EXCEEDING CHARGE LIMITS
ALTERNATIVE - FNS MEALS

For Action By: PRINCIPALS
FOOD AND NUTRITION SERVICES MANAGERS
FOOD AND NUTRITION SERVICES INTERN MANAGERS
FOOD AND NUTRITION SERVICES ASSISTANT MANAGERS

Refer Questions To: FOOD AND NUTRITION SERVICES ADMINISTRATORS
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ALTERNATIVE - FNS MEALS

1. As a courtesy each elementary student is allowed to charge one (1) lunch meal. The charge is owed to the Food and Nutrition Services Department.
2. For a student who has not repaid money from the first charge, an Alternative – FNS Meal is made available.
3. The Food and Nutrition Services Manager, Principal and PTA/PTO are to formulate a plan for students who have an outstanding charge and have no money for breakfast or lunch. The plan must adhere to the Department guidelines regarding students with allergies, medical needs or disability.
 - a. The Alternative - FNS Meal may be purchased with PTA/PTO or school funds if available. A regular system of payment must be established.
 - b. Some parent groups, PTA/PTO, may have set up a fund to provide full reimbursable meals for students instead of an Alternative – FNS Meals.
4. Once the student accepts the Alternative FNS Meal, the student enters their meal number at the Register and cashier rings under FNS Insufficient Meal Key. If the Alternative FNS Meal is refused it is indicated by ringing under the Refused FNS Meal Key.

Number C - 12

Revision 7/01/16

Effective 11/14/08

Page 2 of 2

Continued: **ALTERNATIVE - FNS MEALS**

5. The Food and Nutrition Services Manager is to inform the Principal of any student who receives an Alternative - FNS Meal three (3) days in a row.
6. The total number of Alternative FNS Meals is calculated on a monthly basis by pulling the items sold by category report in Newton. The number of meals times (x) the price of an FNS meal is equal to the payment due.

After payment is received from the Principal/PTA the FNS meals must be rung up in Newton.

The following steps must be completed to record the FNS Meal:

- 1) Place FNS Payback key on the lunch menu
 - 2) Go to the Meal Control Panel and start lunch
 - 3) Click on Main Machine and Log in
 - 4) Click on the "Adult Account" button
 - 5) Click on FNS Payback menu button
 - 6) Enter in dollar (\$) amount owed and click OK
 - 7) If paying cash hit quick pay, if paying by check process the check as normal.
7. Alternative – FNS meal options are distributed with updated prices at the beginning of each school year.