

Meal Change Policy-Student Lunch/Meal Accounts for your information and review:

### **Meal Charge Policy-Student Lunch/Meal Accounts**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for the meal charges.

District 75 will adhere to the following meal change procedures.

1. It is the student's responsibility to maintain the balance of his or her meal account and the parents' responsibility to keep a positive meal balance in their accounts.

2. Cashiers make every effort to notify students and the parent/guardian of low and negative account balances. In addition, monthly messages will be sent via backpack mail to remind families when a student's lunch account has a negative balance. Ultimately, it is the responsibility of the parents to monitor their student(s) meal account balance. This can be done through the parents Rev Trak account: <https://district75.revtrak.net/>.

3. To make a payment Parents can:

Send cash or check in a sealed envelope with the student's name and grade with their child to school, pay online by visiting <https://district75.revtrak.net/> or call 847-949-2700 ext. 2014 to make a payment.

4. If a family has applied for free or reduced-price meals and has a "pending application, it is the parent's responsibility to pay for all school meals until an Approval Letter is received.

\*Any changes incurred before the approval of meal assistance must be paid in full by the parent/guardian as applications cannot be applied retroactively.

5. If a family's financial situation has changed, students may qualify for free reduced lunch assistance. Meal assistance applications can be found on the school web sites under Food service. A paper application is available at the District office located at 470 N. Lake St.

6. No student will be denied a meal, and no lunch will ever be taken from a student.

A student may charge to their account as long as they establish and maintain a good credit history of making payments. If a student abuses this policy, written notice will be provided to the parent (s) /guardian (s) and the privilege of charging meals may be refused.

- In the event that a student's meal account balance falls below \$0, the student may not charge or purchase "a la carte" item (s), including extra main entrees and extra milk.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principals as this may be a sign of abuse or neglect and the proper authorities should be contacted.

7. All accounts must be settled by the end of the school year. Letters will be sent, and calls home will be made during the beginning of May to students who have any negative balances. Negative balances of more than \$10.00 not paid in full five (5) days after the last day of school will force District 75 to take-action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary.

8. Graduating students or withdrawn students with a lunch/meal account positive balance will be notified and arrangements will be made to send out a refund or transfer funds.

- Parents may transfer the funds to another student, donate the money to the food service donation fund or request a refund.
  - If no response is received within fifteen (15) days from the date of the notification, the student's lunch account will be closed, and funds will be forfeited.
  - Graduation and /or withdrawn students with less than \$10 in their account will not receive direct notification of positive balances. Balances can be accessed online through RevTrak. Parents may opt into any of the options listed above.