



## Carsonville – Port Sanilac Community Schools Food Service Charging Guidelines 2016-2017

Students starting the school year with a balance on their account will not be allowed to charge.

While meal charging is generally not allowed, students will be allowed to charge as a convenience for parents and students as money is sometimes forgotten. Students will be permitted to charge a maximum of \$10.00 on their school meals account. The balance will be required to be paid at that point before any other charging will be done.

When a student's account has reached the maximum charge limit, the student will be offered an alternate meal of a cheese sandwich, fruit, and a carton of white milk. The student's account will be charged \$1.00 for the alternative meal.

Charging is not allowed on ala carte items, and students with a negative balance will not be permitted to purchase ala carte items, including milk. Parents may request in writing that no charging be allowed on their student(s) meals account.

If a student is without meal money on a consistent basis, the principal will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encouraging the parent to apply for free or reduced price meals. A free and reduced school meals family application can be completed anytime during the school year. All applications are confidential. Forms are also located at each building and on our district website.

### Balance Notification

Students can check their balance at the register when they go through the lunch line. Student school meals and balance information is also available for review within the Zangle Parent Connect internet system or by contacting the Food Service Director at 810-679-1526.

### Food Service Payment

Parents are encouraged to send a personal check for deposit into the Food Service Account (made payable to "Carsonville Port Sanilac Schools"). Checks and/or cash are accepted during lunch at the serving line at secondary schools. Elementary students may turn payments into their classroom teachers in the morning.

Payments may also be mailed to Carsonville Port Sanilac Schools, 100 N. Goetze Road, Carsonville, MI 48419.  
Attn: Ashley Peters, Food Service.

## Students Leaving the District

Buildings are to check with Food Service to determine if there is an outstanding balance owed, and the outstanding balance will be collected before the student leaves. Food Service should be notified when a student leaves the District.

Seniors are responsible for payment of negative meal balances prior to receiving their cap and gown. Any balance for other students, positive and negative, is carried forward from the end of one school year to the beginning of the next school year.