



School District of Osceola County
817 Bill Beck Boulevard ☐ Kissimmee, Florida 34744-4492

SCHOOL NUTRITION SERVICES
OSCEOLA DISTRICT SCHOOLS
LOCAL MEAL CHARGE PROCEDURE

Every school is expected to follow the appropriate procedures – except schools that are operating under the Community Eligibility Provision (CEP – all students eat all school meals at no charge).

ON THE FIRST DAY OF SCHOOL, OR THE STUDENT'S FIRST DAY OF SCHOOL, ALL STUDENTS WITHOUT LUNCH MONEY WILL RECEIVE A FREE (WALKAWAY) MEAL. THIS MEAL WILL NOT BE COUNTED IN THE GUIDELINES LISTED BELOW.

Policy for Elementary Schools:

1. Students are allowed to charge up to two meals. The student will be given the same school lunch that other children are receiving.
2. Parents of students who have charged one meal will receive written notice and/or telephone notification after their child has received the meal. The parent will be encouraged to quickly pay for this meal and will be reminded of the procedure.
3. Parents of students who have charged two meals will receive a written letter, detailing the emergency meal procedure and notifying them that their child will receive an alternative meal until the charges are paid.
4. An alternative meal consists of a cheese sandwich, vegetable, fruit and low-fat white milk. Nutrition Services staff will maintain a list of students receiving or refusing an alternate meal.
5. If a pattern of charging alternative meals is evident, attempts will be made by the principal to discuss the issue with the parent, and encourage them to complete a free and reduced meal application. If the practice continues and the parents are unresponsive, the principal will initiate a meal application for the student. The School Nutrition Services Department may be contacted for assistance.
6. Any time there is an uncollected balance on a student's meal account, the student will be prevented from purchasing A la carte items.
7. Any unpaid balance on a student's account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.

Policy for secondary schools:

1. Students are allowed to charge one meal. The student would be given the same school lunch as other students.

2. The student will be reminded that he/she is only allowed one charge.
3. Parents of students who charge one meal will receive written notification after their child has received the meal. The parent would be encouraged to pay for this meal the next day and reminded of the policy.
4. Students who wish to charge a second meal will receive an alternative meal consisting of a cheese sandwich, vegetable, fruit and low-fat white milk. Nutrition Services staff will maintain a list of students receiving or refusing an alternate meal.
5. If a pattern of charging continues, attempts will be made to discuss the issue with the parent and encourage the completion of a free and reduced application. If the parent will not complete the application the principal will initiate a meal application. The School Nutrition Services Department may be contacted for assistance.
6. Any time there is an uncollected balance on a student's meal account, the student will be prevented from purchasing A la carte items.
7. Any unpaid balance on a student's account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.