

Minford Local Schools

Home of the Mighty Minford Falcons

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July 1, 2022

Subject: Cafeteria Meal Charge/Debt Policy

Dear Parent/Guardian,

The Ohio Department of Education, Office of Nutrition, in partnership with the U.S. Department of Agriculture (USDA) administers the National School Breakfast and Lunch and Programs. Free or reduced-priced meals are available for families that qualify. Forms are sent home with students the first day of school, are available on our district website, and available in the cafeteria throughout the school year.

If a student is NOT eligible for free meals, the parent/guardian is responsible to pay for meals. Menus and meal prices are posted in the cafeteria and on the school district website. Meals can be purchased through check, cash, or online payment at paypams.com (you will need the student ID number). Note - "a la carte" (individual menu items) that are separate from the meal can be purchased in cash only.

Debt Procedures

Any unpaid/negative balance will be considered a debt and will need to be paid as soon as possible. The following steps will be taken to notify the household:

1. Phone calls may be made to parents/guardians once a balance is low or becomes a debt.
2. Debt letters are sent home when negative balances reach \$10.
3. The Food Service Director may call parents/guardians regarding debts as necessary.
4. If a debt reaches \$20, the Food Service Director may notify principals for assistance.
5. The Superintendent is notified of any outstanding debts for further action.

This policy is provided in writing to parents/guardians, students, and all staff members who assist students in need. It is located in the student hand-book and on the school district website. If you have any questions about our school food service program or any other cafeteria related inquiries, please do not hesitate to contact me.

Carrie J. Caudill
Food Service Director
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This institution is an equal opportunity provider.