

WATERLOO LOCAL SCHOOLS

Charge Policy for Food Service

It is the parent(s)/guardians(s) responsibility to see that students have money in their meal account to charge meals, have money for that day's meal or that they bring a lunch. Waterloo Local School district has a POS (point of sale) system at each cafeteria that works as a "debit" account. This means the student puts money in their account "in advance" of purchases. Students may also pay at the register. If a student has no balance on their account, then they have no money and will not be permitted to take any food except as noted below.

1. Students will only be permitted to charge to a negative balance one breakfast & one lunch meal price combined.
(K-5th grade: \$-4.00, 6th – 12th grade: \$-4.25, Reduced status: \$-0.70)
2. If the account reaches a negative balance as noted above, the student will be offered an alternate meal of Peanut butter & jelly or cheese sandwich, fruit &/or Vegetable and milk. Alternate meals are for EMERGENCY situations only and are limited in number.
3. If a student has cash but owes money to his/her account, he/she can only buy a regular breakfast and/or lunch for that day (NO ala carte items).
4. When a student's account has a negative balance, only full breakfast/lunch may be charged. There will be no charging permitted for ala carte items when a negative balance exists.
5. Unpaid charges for students will result in the following:
 - a. A verbal reminder to the student.
 - b. A written reminder sent home weekly with the student in K- 5th grade when reach negative balance. Grades 6-12 will be sent letters when negative charging is reoccurring.
 - c. Written reminder mailed home.
 - d. Telephone call home.

Money may be deposited in the form of cash or check made to Waterloo Local School (include students name and grade). Money may also be deposited using the on line payment system PayForIt.Net – see district web site under Food Service.

Students may only use money in their account for Food Service purchases. Money may not be “withdrawn” from their account. Any money left in the account at the end of the year is carried over to the next school year (senior students should monitor their account to have an ending balance of \$0 at the end of the school year). Refunds will not be issued for any balances remaining in the account.

During the last 3 weeks of the school year, Senior (12th grade) accounts will not be permitted to charge to a negative balance.

If a student leaves the district (i.e., graduates, moves to another school, etc.) balances in excess of \$10.00 may be refunded if all other financial obligations to the district are met (student fees, fund raising monies, books returned, etc.). To receive a refund, a request in writing must be made to the Treasurer’s office at 1464 Industry Rd. Atwater, Oh 44201. A refund will be issued only upon confirmation of the balance from the Food Service Department and verification from the building principal and secretary that all other obligations have been met.

If your family has financial hardship or change of income, you may qualify for Free/Reduced meal program. **A new application must be completed every year.** If you do qualify for Free/Reduced meal this includes meals for Breakfast and Lunch. Applications may be completed on line on the district web site, click on Food Service tab or obtain in the school office.

This institution is an equal opportunity provider.