



## **PCS Child Nutrition Charge Procedure**

Our procedure is to charge complete meals only with a two day limit on charging, not to exceed \$6.50. If the student comes after the second day of charging and has no money or lunch, then a partial tray is offered to the student. A partial tray consists of a fruit, bread and milk. Partial trays must be rung in to the POS terminal using the Alternate Meal key. Partial trays are not claimed for reimbursement.

Once a student gets to the cashier with a tray that he/she exercises offer vs. serve and is not eligible to charge, the cashier reminds him/her to bring money and keys that meal under a special reimbursable meal key set up for maxed out charges. **Trays are not to be taken from the students.** If the student continues to come without money or a lunch from home, the principal or school administrator will be notified and further action could be taken.

If a charge is in dispute, the procedure to follow is: A note is to be written by the parent stating that their child does not eat in the cafeteria. When the note is received, the charges will be addressed, the account will be blocked and no charges can be put on that account. If the child should truly need to charge a meal after an account is blocked, the parent will be called to give permission for his/her child to get the meal.