

Glendale Elementary School District

Food & Nutrition Department

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FOOD & NUTRITION DEPARTMENT

MEAL CHARGE POLICY

Revised July 2017

USDA strongly discourages allowing meal charges. We do know that circumstances arise where a student may not have money for a meal. We have instituted the following “charge” policy for the Glendale Elementary School District.

- ❑ When a student’s funds are getting low, the cashier will begin telling the student they will need money. The cashier will give at least **two** day’s notice before the student runs out of funds.
- ❑ When the student runs out of funds, he/she is allowed to charge for **two** days. The cashier will continue to remind the student to bring money and will make calls home to the student’s parent/guardian. All charges **MUST** be paid.
- ❑ After the student has run out of money and has charged for two days, he/she will receive a substitute meal.

A substitute meal consists of the following:

Lunch: Peanut butter and jelly sandwich or Cheese Sandwich, fruit, vegetables and white milk.

- ❑ A student cannot continue to receive substitute meals indefinitely. After 2 days of substitute meals, F&N staff will be in touch with the school nurse and/or social worker to see if they can help out in the situation. The student will continue to receive substitute meals during this time.
- ❑ If the nurse and/or social worker cannot help, the F&N manager and Field Supervisor will meet with the Principal to ask for assistance in contacting the student’s guardian and finding a solution to the situation.