

MEAL CHARGE PROCEDURE

Auburn Enlarged City School District Food Service Program

The Food Service Program is a financially independent department of the Auburn Enlarged City School District.

The Food Service Program offers Parents/Guardians the opportunity to participate in a “prepay” debit system for their student’s meals and a la carte purchases at all schools. It is the responsibility of the parents/guardians to monitor the balance on the accounts of their student(s). Parents/guardians may contact a School Food Service representative to receive a current balance and/or an Account History Report on their child’s meal account. If an account gets very low or becomes overdrawn, the following actions will occur:

IF CURRENT BALANCE IS:

- \$5.00 OR LESS, CASHIER REMINDS STUDENT TO BRING IN MONEY
- \$0.00 OR LESS, ***STUDENTS MAY CHARGE UP TO 3 MEALS. NO A LA CARTE ITEMS MAY BE CHARGED AT ANY TIME.***
- NEGATIVE BY MORE THAN \$6.75, LETTER MAILED TO PARENT/GUARDIAN
 - IF ACCOUNT IS NOT BROUGHT CURRENT WITHIN 10 DAYS, A FOLLOW UP LETTER WILL BE MAILED INFORMING THE PARENT/GUARDIAN THAT THEY SHOULD PREPARE A DAILY BREAKFAST AND/OR LUNCH FOR THEIR CHILD

IF AN ACCOUNT IS NEGATIVE BY MORE THAN THE ALLOWED CHARGE LIMIT, CHILDREN WILL BE PROVIDED WITH A PEANUT BUTTER & JELLY SANDWICH OR A CHEESE SANDWICH AS THEIR MEAL CHOICE.

AFTER THREE ALTERNATIVE MEALS, IF PARENT/GUARDIAN CONTINUES TO FAIL TO PROVIDE MEAL(S) FOR THEIR CHILD, FURTHER ACTION WILL BE TAKEN THAT COULD INCLUDE CONTACTING THE NYS DEPARTMENT OF SOCIAL SERVICES AND/OR PURSUING COLLECTION PROCEDURES.

Free and Reduced Price Meal Applications are available in all schools and on the District website at <http://district.auburn.cnyric.org> or by calling 255-8820.

If you have a question about your child’s meal account, and/or would like a copy of an Account History Report, please contact your school food service representative.

Auburn High School	255-8335
Auburn Junior High School	255-8491
Casey Park Elementary	255-8760 X3760
Genesee Elementary	255-8640 X2648
Herman Ave Elementary	255-8689
Owasco Elementary	255-8720
Seward Elementary	255-8600