**Leonard ISD 17-18 Charge Procedure**

**Leonard ISD allows students to charge meals on an as needed basis. Although charging is not recommended Leonard ISD does not promote denying meals to the students. When a student’s account becomes exhausted, there is a 30 day grace period before a student is denied a meal.**

**You will be notified in the event the charging becomes excessive or goes unpaid. You will be notified weekly if your child has a negative balance via school messenger. To receive the messages you must provide your child's school with accurate and working contact information.**

**Every effort is made to collect negative balances before the end of the school year**

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Procedures: Local Charge Policy

Local Charge policy is sent home with every student at the beginning of the school year and with students who enroll throughout the school year. The local charge policy is included in the district's Student Enrollment packet

Child Nutrition Staff are trained to notify the cafeteria manager if charges become excessive and could possibly exceed the 30 day grace period. The manager will notify the parent the charges are nearing the end of the grace period and let them know we will not be able to charge the student's meals once the grace period ends. The manager will ask how she can help and discuss prepayment options, or see if there might have been an income change or hardship that might cause them to be eligible for free reduced priced school meals. If no prepayment or no response from the household, manager will notify the school principle who will contact the family to determine if the household can work out a pre-payment plan and work with the household until the situation is resolved, Every effort is made to collect any unpaid balances before the end of the school year. The district will reimburse the food service dept. if any unpaid balances remain at the end of the school year.

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