

## Procedure for Meal Charges

It is the responsibility of parents to provide lunch for their children while at school. It is important that children receive the nutrition they need to stay focused and learn during the school day. The Gahanna-Jefferson Child Nutrition Department's goal is to provide healthy meals to students and support its self-funded account.

Unpaid meal charges place a financial strain on the Child Nutrition Department. While we intend to feed all students needing lunch, treat the students with respect regarding charging of meals, it remains the parents' responsibility to provide payment or pack lunches.

Several programs are in place to assist families:

- Parents may submit Free/Reduced-Price Meal Applications by hard copy or online at any time during the year as they are processed daily
- Parents may prepay for meals by cash or check made payable to the school cafeteria or online by credit/check card
- Parents may visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com) and register for a free account to view student's account balances, purchase history, online payments, as well as set up notifications for low balances, auto pay features, and make payments online
- Parents may call the Child Nutrition office at **614-478-5531** for student account balance
- The Child Nutrition office notifies parents weekly via email of their child(ren)'s negative balance and will repeat until the lunch debt is paid
- The Child Nutrition office will attempt to reach parents by phone **after the limit of 4 meals** (breakfast and/or plate lunches) have been charged
- Students may inquire about their balance with the cashier. Cashiers also remind the students "to tell someone at home that you need lunch money"
- Parents may contact the Child Nutrition office to limit purchases, ex. "Plate Lunch only" by calling Beverly Fansler at 614-478-5531 or submit the Food Allergies and Restriction Form
- Charging of snacks, beverages, or second meals are never allowed. These a la carte purchases must be paid with cash or with funds in the student's account.
- In the event a student has reached his/her charge limit, has no packed lunch, and no funds in hand, a ONE time Emergency Meal (Plate Lunch or Breakfast) will be provided. The Child Nutrition office will email or call the parent to inform them that their student's account is in crisis
- Once the charge limit has been reached and not paid, an alternative meal will be offered
- An alternative meal is a cheese sandwich and a fruit or vegetable of the day during lunch, and a fruit/grain bar for breakfast

**Please note: During the last 2 weeks of school** students may not charge meals. They must have cash, check, or funds on their account to purchase breakfast or lunch. Remaining positive balances will transfer to the next school year.

Special circumstances may be discussed with the Child Nutrition Supervisor, Linda Green at 614-478-5535 or [GREENL@GPS.ORG](mailto:GREENL@GPS.ORG)