

# Buffalo-Hanover-Montrose Schools

## Meal Account Management Procedure



All students have access to school meals on a daily basis.

Students are encouraged to use the school meals program. School meals are a convenience and a service for our families.

Student meal costs are the responsibility of the student's family or guardian.

A positive monetary balance needs to be maintained to ensure a meal is provided to a student. A selected meal is never taken away from a student.

If the meal account balance is low, the account will be debited for a short time to allow a payment to be received from the family or guardian.

To purchase ala carte items, there needs to be money in the account to cover the cost of the purchase.

E-mail and text messages are sent out Monday-Thursday to paid students K-8 with a low balance, less than \$10. A message is also sent to any student with a negative balance.

If a student experiences a temporary short fall in their meal account balance, the food manager may use Angel Account money to cover the short fall. Food Managers may use the donated Angel Account money at their discretion. The Angel Accounts are administered by the Director of Food Service.

If a payment is not received, Angel Account funds may be used for up to 3 consecutive days to cover meal cost while food service and school officials attempt to determine what can be done to help the student. Parent(s) are contacted by a personal phone call or e-mail from the food manager. If that is not successful, the food service department secretary will provide assistance in reaching the parent(s) for resolution. If this is unsuccessful, the situation with the student is brought to the attention of the building principal. The principal may determine that there are extenuating circumstance and submit a Principal Application, providing the student with free school meals for the duration set by the principal.

If the situation does not warrant a Principal Application, the parent will be provided a copy of the Meal Account Management Procedure and advised to send a payment or a meal from home for their student.

Families may apply for free or reduced priced meal benefits at any time during the school year. Families need to apply annually for benefits. Application forms are available in each school, in the district office, may be printed from the district website ([www.bhmschools.org](http://www.bhmschools.org)) or apply online. To access an online application, go to [www.schoolunchapp.com](http://www.schoolunchapp.com) or follow the link on the district website.