

# FOOD AND NUTRITION PROCEDURES

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Reviewed	July 2009
Effective	October 2008
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## Miami-Dade County Public Schools

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Subject: DEFERRED MEAL PAYMENT

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS,  
DEPARTMENT OF FOOD AND NUTRITION

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School food service programs are designed and funded to operate on a self supporting cash basis with a regular schedule of daily deposits. It is recognized, however, that students may periodically forget or lose lunch money. The principal may allow the students to pay at a later date. In these cases, the principal assumes the responsibility for the following:

- authorizing the family or student to make a deferred payment
- collecting monies due
- reimbursing the school food service program for any deferred meal payments

Repeated requests for deferred payment by the same student should be referred to the student's parent or guardian. Frequent requests may indicate the family's need to be considered for free or reduced price meals. If for any reason parents are not able to complete an application or will not apply for free and/or reduced price meal benefits, the principal may certify as to the family's need to receive meal benefits. ([Reference Food Service Procedure D-2.](#)) Written notations must be made on the application as to the reason the student is receiving meal benefits.

### **Recommended Loan Policy**

In some schools it has become necessary to accommodate students with full or reduced price eligibilities who are not able to pay for their meal on the day served. This requires the school to establish a system for charging meals. Schools may want to establish a lunch money fund from which students may borrow, or with school funds, purchase meals for students.

Many schools have successfully solicited the assistance of the PTA in implementing these options. It is the principal's responsibility to ensure that students do not abuse these options. Once a student has been served a lunch, payment issues are to be resolved through the school directly with parents or guardians.

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### DEFERRED MEAL PAYMENT (continued)

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#### Negative Account Balances

Elementary students may accrue a negative balance of up to five days for lunch meals on their food service account. Secondary students (middle school and senior high) are not allowed to accrue a negative balance on their account.

#### Alternate Meal Policy

The Principal of each school shall determine the alternate meal items to be served at their site.

##### **A. Elementary Schools**

The Food Service Manager will provide a daily Student's Balance Report to the Principal's office (prior to lunch service). Students who have a negative balance of up to 5 days, will be given an alternate meal prior to entering the serving line on the 6<sup>th</sup> day. Every Thursday the Food Service Manager will print student notes indicating the negative balance of reduced and paid eligibility students to go home with them. Each teacher upon entering the cafeteria with the class will identify these students, and the Cafeteria Manager or designee will provide the alternate meal. The student will continue receiving the alternate meal until the **balance** is brought up-to-date.

Connect-Ed calls will be made every Monday to households of students with negative balances. Alternate meals will be entered in the POS system under Recipe 4650. The Food Service Manager will prepare invoices to indicate the balance due for the alternate meals served and submit to their Principal for payment. When payment (cash or check) is received by the Food Service Manager for alternate meals, they will be processed utilizing Special Program 9910. The money received must be included on the day's deposit slip.

##### **B. Secondary Schools (Middle School and Senior High)**

When a student does not have money to pay for their meal, an alternate meal may be provided. Alternate meals will be entered in the Point of Sale under Recipe 4650. The Food Service Manager will prepare invoices to indicate the balance due for the alternate meals served and submit to their Principal for payment. When payment (cash or check) is received by the Food Service Manager for alternate meals, they will be processed utilizing Special Program 9910. The money received must be included on the day's deposit slip.