

ZCS FOOD SERVICE DEPARTMENT  
LUNCH ACCOUNT CHARGING PRACTICES  
2019-2020 SCHOOL YEAR

1. These charging and related practices are district wide in the ZCS Cafeterias.
2. No “meal” is taken from students, nor are alternate meals required for negative lunch balances.
  - a. A “meal” consists of qualifying components as per the National School Lunch Program.
3. When purchases are made:
  - a. If a negative balance pre-exists or is generated as part of the transaction, a “meal” purchase is allowed.
    - i. Any commercially packaged a la carte item that supplements the meal however will be discreetly taken from the student.
    - ii. If the a la carte item is NOT commercially packaged and can’t be re-sold to another, the item will also be rung up. *(Example at secondary level, a student selects 2<sup>nd</sup> entrée.)*
  - b. If only a la carte items are selected & a “meal” is not chosen, as always, the one operating the Point of Sale is to positively encourage the selection of meal components.
    - i. If no meal is selected after encouragement, only those selected a la carte items that are not commercially packaged will be permitted as a charge.
4. Notification of balances will be in the following ways:
  - a. Phone calls and courteous verbal reminders during the transaction will continue.
  - b. Emails to parents will automatically be sent by the ZCS Food Service Department for account balances of \$5.00 or less.
  - c. Additional methods such as automated phone calls, emails, texts, etc. may be utilized as needed.
5. Please note: Any debt owed to ZCS for \$50.00 or more that is not paid within a reasonable time will be sent to a collection agency. (The ZCS Business Office gathers and arranges the district’s delinquent account submissions to collections.)
6. There is no need to mention collections to students. This is an adult issue to be solved by adults.

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