

Toledo School for the Arts Cafeteria Charge Policy

Toledo School for the Arts participates in “The National School Lunch Program”, a USDA funded government program. USDA policy requires all federal school meal programs to have a written and clearly communicated policy to address unpaid meal charges. The purpose of this policy is to:

- To ensure that no child goes hungry and they have access to the NSLP approved healthy meal.
- To treat all students with dignity and confidentiality in the serving line, especially regarding meal accounts.
- To encourage parents/guardians to assume responsibility of meal payments and promote self-responsibility for age-appropriate students.

The following is the Toledo School for the Arts Meal Charge Policy:

- If a student does not have sufficient funds on their account, we will allow them to overspend their lunch account up to \$7.00. Students who have a meal tray in hand at the register will not have that meal taken away or substituted. If you do not want your student(s) to charge please call Sue Sass at 419-246-8732 ext. 229.
- Communication from district personnel about the overspent accounts may be made by discreetly reminding students at the cash register, having private age-appropriate conversations with students, written communications, phone calls, emails or text messaging. Parents are encouraged to use our automated payment service to track their student’s accounts at <https://toledo.familyportal.cloud>.
- Outstanding balances due to the district must be paid in full for a student to participate in graduation activities and possibly other activities in the school.
- If a student is without lunch funds on a consistent basis, the administration may investigate the situation and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Please contact Sue Sass so we may assist you.

- Students will be discouraged from overspending on their lunch accounts after the first week in May due to the end of the school year. Balances owed must be paid at the end of each school year.
- Positive balances on a school lunch account will carry over into the following school year.
- Money can be applied to lunch accounts at any time by visiting <https://toledo.familyportal.cloud>. There is no charge for this service.

Refunds for withdrawn or graduating students can be made by written or email request to our treasurer, Jamie Lockwood. The option to transfer money to a sibling's account is available. Families may also donate leftover funds to other families in the district.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of Toledo School for the Arts Food Service Department and will be used to cover unpaid meal charges that were uncollectable.

"This institution is an equal opportunity provider, employer and lender."