**Manatee School For the Arts**

**Unpaid Meal Charge Policy**

Charges:

* NO student will be denied meals based on an outstanding debt
* No charging allowed for al a carte items
* Al a carte items cannot be purchased if there is an outstanding balance on meal account

Money can be applied to student lunch accounts in two ways:

* On line at www.payschools.com using debit or credit cards
* Link for PaySchools is on the school webpage
* Cash or check paid to the cafeteria staff at the registers, no debit or credit cards can be accepted. Total amount of cash or check will be credited to students account.

No change will be given.

Notification of overdue accounts:

* When a student’s balance is running low, the cafeteria staff will discreetly notify them by allowing the student to look at his/her account on the computer screen
* Parents/Guardians can check balances at any time by setting up an account with [www.Payschools.com](http://www.Payschools.com)
* Parents/guardians will receive an email when account is in arrears
* A statement will be mailed home to parents/guardians who do not have an email address on file
* Calls will be made to parents/guardians
* Outstanding balances carry forward from year to year, so if your student has an outstanding balance from a previous school year they will not be permitted to buy al a carte items until the balance is paid.

Applications for free/reduced meal services can be filled out at any time during the school year. The applications will be processed within 10 days and parent/guardian will be notified of the outcome by mail or email.

All accounts are coded to prevent identification of students receiving free/reduced meal benefits.

This information will be provided in writing to all MSA students/parents.

As we continually work to improve the quality of the food while keeping the costs down, it is important that all lunch accounts are kept current.

Your cooperation will be appreciated.

Edie Edwards

Food Service Director

Manatee School For the Arts

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