



## CADILLAC AREA PUBLIC SCHOOLS

OFFICE OF SUPERINTENDENT  
421 S. MITCHELL STREET  
CADILLAC, MICHIGAN 49601-2571

PHONE (231) 876-5000

FAX (231) 876-5021

**Dear Parents,**

**Please see the board approved guideline below in regards to meal charging of student meals at Cadillac Area Public Schools. Our food service department will be implementing this guideline this school year 2014-2015. Please direct any questions in regards to charging and student account balances to our food service department at 231-876-5014 or 231-876-5814.**

---

### Cadillac Area Public Schools

Administrative Guidelines 8500A

#### PAYMENT PROCEDURES FOR STUDENT MEALS

- A. A student will receive a meal of choice until his/her account reaches a negative balance of \$10.00.
- B. After a student account reaches a balance of negative \$10.00 or more, the student will receive an alternative meal only at no cost. The alternate meal will meet USDA National School Lunch Program guidelines.
- C. A student will always have the right to receive an alternative meal regardless of the standing of his/her food service account.
- D. Once a student account has a negative balance of \$4, a letter will be sent home notifying the parent/guardian of the amount of the negative balance and a request for payment for that amount. The letter will indicate a willingness on the part of the School District to assist the family if a financial issue exists.
- E. If a student account continues to have a negative balance of \$10.00 for a period greater than two weeks, a second letter will be sent to the family indicating such and a follow-up telephone call will be made to discuss the situation and to offer assistance.
- F. Unique situations will be referred to the School Board.

**An example of the alternate meal that is eligible for reimbursement would consist of a cheese sandwich, apple, carrot sticks, and milk.**

#### Denying Meals:

- 1. NSLP Regulations prohibit schools from denying meals as a form of disciplinary action against free, reduced or paid students.
- 2. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
- 3. If a student is in a discipline/detention situation during the lunch period, schools may serve meals that are different from the one being served in the lunchroom and in a different location as long as the meal pattern is followed and a reimbursable meal is offered.

**If you are experiencing financial difficulty, please contact our food service department at 231-876-5014 and we can discuss payment options or provide you with a free/reduced lunch application.**