

**Madison City School System Child Nutrition Program
Meal Account Management Procedure**

The Federal Government prohibits the funding of any charge by the local Child Nutrition Program (CNP).

It is the responsibility of the parent or guardian to ensure that their student(s) is provided with a meal or money to purchase a meal each day. Re-payment of any charges incurred by a student is the sole responsibility of that student's parent or guardian. Student account management is the sole responsibility of that student's parent or guardian.

Procedure Grades Pre-K - 12

- If a student does not have enough money to pay for their meal, their account will be debited the total amount of the purchase.
- Students may not charge ala carte purchases.
- The parent or guardian will be notified when their student incurs a charge.
- Meals must always be provided to K-3 students and for any district certified Special Ed. Student.


Adults (Employees and Visitors)

- Charges are not permitted.

Refunds

- The parent and/or guardian may request a refund of the money on their student's account if they are withdrawing or graduating from Madison City Schools. Refunds for any other reason may not be permitted.
- Refunds should be requested in advance in writing. Cash refunds may be issued at the local school for amounts less than \$25.00. Other refunds shall be issued by the central office. Cash refunds may not be issued to students or mailed.
- Parents and/or guardians, who wish to donate the money remaining on account to the Child Nutrition Program, may do so by contacting the cafeteria manager or CNP Bookkeeper. Donations shall be placed in the "Meal Assistance Account" at the school where the student account was located.
- Unclaimed money left in closed accounts shall be held for a period not to exceed 90 calendar days. After 90 days, the CNP Bookkeeper (with permission of the CNP Coordinator) will move this money to the "Meal Assistance Account" Any transaction regarding the "Meal Assistance Account" may only be conducted with prior permission of the CNP Coordinator.

Any outstanding charges remaining on the last day of school shall be paid for with non-public funds other than CNP funds. All negative accounts shall be reconciled and the money deposited into the CNP account before the cafeteria closes for the summer.



Superintendent