

Adult Meal Charge Procedure

Federal law and the United States Department of Agriculture prohibit the charging of adult (employee) meals. However, Florence City Schools has chosen to allow the charging of adult meals following the below procedure.

- Any adult without sufficient funds will be notified at the POS of the charge.
- Adults with a negative balance will receive email notifications from the CNP district office.
- Principals will be notified of all adults holding a negative balance in their school. Principals will assist the Child Nutrition Program in notifying their staff of the negative balance and assist in the collection procedures, as needed.
- In December and May, any adult with unpaid charges will receive a final email notification that outstanding amounts will be deducted from payroll if not paid by a specified date. On that date, a list of all remaining adults with unpaid charges will be sent to payroll for deduction from their December or May payroll.
- If an adult owing money is no longer employed within the district, and/or payroll deductions are not an option, their schools' general fund will pay their debts.
- The Child Nutrition Program accepts no responsibility for the unpaid charges and will receive full payment for any debts owed by either the employee or school.

Student Meal Charge Procedure

Florence City Schools participates in the Community Eligibility Program (CEP) allowing all students to receive breakfast and lunch at no cost. Any meal that does not meet the USDA-required reimbursable meal standard, second meals, extras, and ala carte items may be purchased. Charging of these items will not be allowed.

Charging of visitor meals will not be allowed.

Child Nutrition Worthless Check Procedure

The Child Nutrition Program will follow the Florence City Schools worthless check procedures.