

MEMORANDUM

FROM: Don Nelson, Assistant Superintendent of Operations
TO: Principals; Food Service Managers; Chartwells/Thompson (for Distribution)
SUBJ: **2016-17 NO LUNCH MONEY PROCEDURE**
DATE: July 1, 2016

The District has instituted a procedure that allows students in grades Pre-K to 12 to run a maximum negative balance equivalent to one paid lunch (\$1.90 elementary; \$2.45 secondary) if they do not have money to purchase their meal.

Specifically,

Grades PreK-5

- Students can receive up to 5 free lunches during the first week of school if they have no money to purchase a lunch without accruing any negative charges.
- **Lunch:** If the student reaches the maximum negative balance amount of \$1.90 (paid lunch equivalent) after the first week of school, the students will receive a non-reimbursable “substitute meal” of a cheese sandwich and a juice for lunch; the student will receive this “substitute meal” until the balance in their account has been cleared or until cash is brought to purchase a lunch.
- **Breakfast:** As of January 11th, 2016, Duval County Public Schools provides Universal Free breakfast to all students.
- **No students will be allowed to charge ala carte items.**

Grades 6-12

- Students can receive up to 5 free lunches during the first week of school if they have no money to purchase a lunch without accruing any negative charges.
- **Lunch:** If the student reaches the maximum negative balance amount of \$2.45 (paid lunch equivalent) after the first week of school, the students will receive a non-reimbursable “substitute meal” of a cheese sandwich and a juice for lunch; the student will receive this “substitute meal” until the balance in their account has been cleared or until cash is brought to purchase a lunch.
- **Breakfast:** As of January 11th, 2016, Duval County Public Schools provides Universal Free breakfast to all students.
- **No students will be allowed to charge ala carte items.**

Miscellaneous

- In elementary schools, the Cafeteria Manager will run a ‘Negative Balance Report’ at the end of lunch each day; these are to be filed and kept with the daily paperwork. The manager will also run a negative balance letter from WebSMARTT on a daily basis which will be put in the teachers’ boxes for distribution to the students on the same day, to be sent home to the parents. Elementary cafeteria managers will also run low balance and zero balance letters from WebSMARTT on a weekly basis to be placed in teachers’ boxes for distribution to students, to be sent home to parents.
- Any cashiers / manager found not adhering to this procedure will be subject to appropriate corrective action up to and including termination