

Spring Hill ISD  
Procedures for Meals Charged in Cafeteria

**PROCEDURE**

Students will be allowed to charge up to \$10.00

**ADMINISTRATIVE PROCEDURES**

The Child Nutrition Reauthorization Act further prevents the cafeteria department from being responsible for collecting the charged amounts. The following administrative procedures are recommended in an effort to limit the number of charges and to collect amounts already charged.

- 1) Cafeteria staff will send the list of amounts owed by students to the campus office on a daily basis. Negative notice letters will be printed and sent to the office on a weekly basis for amounts over \$10.00
- 2) The campus principal or designee will:
  - a) Contact parents by phone and send home a free/reduced lunch form with the student, when amount is over \$10.00
  - b) Every effort will be made to maintain confidentiality related to these lists.
  - c) Principals will maintain the list to document the steps taken to try to collect the funds and notify the parents.
  - d) When the campus receives the free/reduced form, the food service director will be contacted immediately for same day processing, if possible.
- 3) The food service director will present a list for payment approved by each campus principal to the superintendent for payment at the end of each semester.

**FOR MORE INFORMATION**

Contact Janet Albright- Food Service Director  
(903) 323-7736  
[jalbright@shisd.net](mailto:jalbright@shisd.net)