



# Carroll County School Nutrition

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24 STRONG!

Georgia School  
Nutrition  
Building  
Healthy  
Children,  
Ready to Learn

"TO EAT  
IS A  
NECESSITY,  
BUT TO EAT  
INTELLIGENTLY  
IS AN ART!"  
La Rochefoucauld

Carroll County  
School Nutrition  
"Building  
Tomorrow's  
Leaders Through  
Healthy Choices  
Made Today"

## Procedures for Distributing Alternative Meals

1. Send out charge letters to students weekly. If you have students that are close to the limit or exceeding the limit, send home charges multiple times per week and also call the parents daily.
2. Send in your charge listing weekly to the county office. We will send out a call to parents through the Carroll County School Messenger phone system advising them of the meal charges.
3. Meet with your principal to discuss charges and make them aware of the steps you have taken to collect the debt owed. Ask if they will assist you in calling parents before we have to serve the student an alternative meal. You need to also call the School Nutrition office and our Free & Reduced Specialist will assist in making calls.
4. After you have exhausted all avenues and you are forced to serve the alternative meal, please make sure you speak with the student's teacher before lunch and let them know the student needs to see the manager when they come to lunch. The student will be receiving a "special meal". Place it in a bag with a smiley face or something cute drawn on the bag. You could even include a sticker or pencil in the bag. REMEMBER... IT IS NOT THE STUDENT'S FAULT. WE DO NOT WANT THEM TO FEEL LIKE THEY ARE BEING PUNISHED.
4. If a student comes through the line and they already have their tray, ask the child to come into the manager's office. From there, have the child call the parent and let you talk to them. Advise them you will serve the student today but tomorrow they will need money or they will have to receive an alternative meal. Never take a tray from a student and throw the food away.
5. If you have to serve an alternative meal, the federal government requires us to recoupe the cost since it is being purchased with federal dollars. We charge \$1.00 to cover the cost of the items in the meals; PB&J sandwich, fruit, & milk. Make sure you advise the parent of the charge for the meal. See if the parent can submit payment in full or we can make arrangements for the parents to send in an agreed amount weekly to bring the student's account current. You need to also encourage them to consider completing an application if they are experiencing trouble purchasing meals. Also let them know we have an on line payment system they can set up an account to monitor their student's purchases and make on line payments.