



Administrative Offices – 1407 Claremont Ave – Ashland, Ohio 44805

Phone 419-289-1117 Fax 419-289-9534

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## **Guidance for Charging School Meals in Ashland City School District**

Ashland City Schools Food Service Department understands that there are times when a student may forget or misplace their money during the school day. Ashland City Schools Food Service Department is self – supporting and only receives limited funding from federal reimbursement (K – 8), and student payments to cover the departments food and operating expenses.

Families may apply for free/reduced meals anytime during the school year on the Ashland City School Food Service website, at the food service office, or at their respective school offices.

We encourage you to pre - pay on your child's account by going to the food service department web page and logging into our on line account system call **Pay Schools Central**. Once you have set up an account, you will be able to manage your child's account, and have email reminders sent to you regarding low balance alerts.

### **-----STUDENT CHARGING POLICY-----**

**Elementary Schools (Grades K – 5) – Students may charge up to a total of 4 lunches**

**Junior High School (Grades 6 – 8) – Students may charge up to a total of 2 lunches**

**High School (Grades 9 – 12) – Students may charge up to a total of 2 lunches**

### **A La Carte items and Adult meals may not be charged**

We request that charges be paid the next day. When a students account is charged, we will notify the parents/guardians. Once a student's account has reached the charge limit a phone call will be made to the household.

**Charging will NOT BE PERMITTED** during the last two weeks of school

Unpaid meal charges at the end of the school year will carry over into the next school year.

If you have any questions, please contact The Food Service Office at 419-289-1117 ext. 2247