

# Madison Local School District

Mr. Robert S. Peterson, Superintendent  
Bradd Stevens, Treasurer

1379 Grace Street • Mansfield, Ohio 44905  
Phone (419) 589-2600

Dear Parents/Guardians:

I hope this letter finds you and your family well as we prepare for the 2023-24 school year. Please find this letter as notification to inform you of our current district meal charge procedures. Please read the district Administrative Guideline on the backside of this page. The Administrative Guideline describes district meal charge procedures. During the 2022-23 school year, debt to the district due to meal charges increased by \$28,000. The district Food Service Department cannot continue to absorb this type of debt, and, in the future may be required to eliminate the charging of meals altogether. We encourage parents to monitor and maintain a positive balance in their child's account, only allow your child to charge when absolutely necessary, and pay off all meal charge balances in a timely manner. If you have any questions, please contact Food Service Supervisor, Mr. Matt Blankenship, at 419-589-1116. Thank you for your understanding and cooperation in this matter.

Respectfully,

Rob Peterson  
Superintendent

**Madison Local School District Vision**  
**Building our community**  
**Creating endless opportunities**  
**Ram Pride!**



## 8500D – PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

Parents/Guardians are responsible for providing lunch for their children while they are at school. While the school believes it is important to provide children with the nutrition they need to stay focused during the school day, it is the responsibility of the parents/guardians of the child to do so. Any parent/guardian who may qualify for the Free or Reduced Meal Program is encouraged to immediately complete the application process. If necessary, school personnel are available to assist with the completion of the application.

In the event that a child neither has a lunch nor the funds to purchase a lunch, the child will be provided with the regular meal, and a charge for the regular meal will be added to the child's account. Students will not be permitted to charge ala carte items. If a parent desires to not allow their child to charge meals, they must provide written documentation of such to the Food Service Supervisor. It is our intention and desire to feed all students, however, when charging of meals occurs and is not repaid, it places a financial strain on the Food Service Department as school food service departments are self-funded and should not rely on the district for financial assistance. Therefore, it is anticipated that parents/guardians will pay off negative meal balances in a timely manner.

Parents/Guardians will be notified regularly for as long as a negative balance exists. If a negative meal balance exists at the end of a school year, the balance will be added to the child's school fees. The negative meal balance fee cannot be waived. In order to participate in the graduation ceremony and receive a diploma, seniors must have their meal balance and all other fees paid in full prior to graduation rehearsal.