**MEAL PLANS**

**Scope:** Residential Life

**Issued:** June 1, 2012

**Revised:** June 29, 2017

I. **Policy**

**Process Name:** Meal Plans

**Process Owner:** Assistant Director for Staffing and Organizational Development

**Functional Areas Involved in Administering Process:**
- Residential Life and Education
- Financial and Human Resource Services

**Process Customers**
- Residential Life and Education
- Financial and Human Resource Services
- Tiger Card Office

**Process Goals**
- To provide a meal plan for selected student and professional staff

**Information Used in Developing Process Goals**
- Historical data
- Recruitment trends

**Process Map**

**Fall Meal Plan Selection:**
1. RAs select their meal plan for the Academic Year when Employment Paperwork is completed. Contact should be made with the Director of Dining Services to ensure meal plan choices, prices and details are correct. No additional changes will be accepted after July 1.
2. RLCs and GRDs receive an automatic 60 meals each semester for fall and spring semesters.

3. Associate Director of Residential Life and Education for Staffing and Operations works with Student Payroll personnel to create a spreadsheet to send to the Tiger Card Office. This spreadsheet should include AD, RLC, GRD, GA, and RA information.

4. Accounts Receivable personnel forwards the meal plan spreadsheet to the Tiger Card Office.

5. The Tiger Card Office will receive the list and place the appropriate meal plans in to the system prior to the start of the semester.

6. For mid-semester hires, meal plans will be prorated based upon the week that the staff member is hired and the appropriate amount of meals (or equivalent stipend) will be applied.

Mid-Semester Resignations/Dismissals:

7. Any additions/deletions to staff throughout the year (resignations/dismissals) will be emailed by the Associate Director of Residential Life and Education for Staffing and Operations to the Business Office, who will then communicate changes to the Tiger Card office. The email will include the student’s name, assignment, and effective date of change.
   a. This process repeats in October of every academic year.

8. Meal plans will be prorated based upon the week that the staff member is hired and the appropriate amount of meals shall be included in the individual email that is generated at the time of the staff change. No changes are made after the 10th day of class.