

## MEAL CHARGING PROCEDURE

This board regulation outlines procedures for a student to charge meals. Adults are prohibited from charging meals.

### Definition

- *Alternate meal* means any meal that is different from the day's advertised reimbursable meal, e.g., a peanut butter or cheese sandwich, plus milk. The cost of this meal may not come from the food service account. The charge for an alternate meal shall be **[\$X.XX.]**

### Dissemination

The Superintendent must ensure that uniform meal account procedures are provided in writing, to all parents of students at the start of each school year and to the parents of students transferring to the school mid-year. The Superintendent shall also provide procedures to all school and district-level staff members responsible for the enforcement of this regulation.

The District may use additional methods to disseminate the procedure on an ongoing basis throughout the school year.

### Payment Options

Parents are responsible to ensure that students have sufficient funds to purchase school meals each day or pre-pay for meals, to avoid accruing meal charges. District payment options for student meal accounts include **[in person, online payment, automatic payment, etc.]**.

### Charging Procedure

In the event a student does not have sufficient funds, the District shall allow the student to charge up to **[# - DPI recommends a charge limit of five meals]** reimbursable meals, the cost of which must be deducted from the student's meal account. **[Option 1: After the student has exceeded the number of allowable reimbursable meal charges, the District shall discreetly provide the student with an alternate meal, the cost of which shall also be deducted from the student's meal account.] [Option 2: After the student has exceeded the number of allowable reimbursable meal charges, the District shall discreetly provide the student with [# - DPI recommends not exceeding ten meals] alternate meals, the cost of which must also be deducted from the student's meal account, after which a student would not be served.]**

**[A student with a negative meal balance is prohibited from charging a la carte or extra items (e.g., a second milk or additional entrée.)]**

**[Administration may prohibit participation by the student in any future fee-based programs until the negative meal account is paid in full.]**

**Payment Reminders**

Whenever a student incurs a charge or the District serves the student an alternate meal, district personnel shall notify the parents of the student by letter, phone, text, etc. If a pattern of charging continues, administration shall attempt to contact the student's parent and encourage the parent to complete a free or reduced meal application. Nothing in this procedure prohibits school district personnel from reporting suspected abuse or neglect of a student as required by law.

**Unpaid Meal Charges**

Parents are expected to pay all charges within [#] days. If they fail to do so, the District may rollover debt or refer the debt to collections. The District may use an alternative funding source (e.g., nonfederal funding or charitable funding source) to offset costs incurred from unpaid meal charges and collection fees.

**Balance**

Funds in the student's meal account may be carried over to the next school year.

A written request must be submitted to the district office for a refund of monies remaining in a student's meal account. A student who is graduating shall be given the option to transfer meal funds to a sibling's account.

[04/17]