

OPERATIONAL SERVICES

Meal Charges

The District recognizes that students may forget or lose lunch money or may have an unpaid meal account balance. The District endeavors to treat all students with dignity regarding unpaid meal charges; however, unpaid meal charges create a significant financial burden for the District. To ensure that students do not go hungry but also minimize the financial burden, the District shall charge meals and collect on meal account charges in all schools consistent with this policy.

Students who are eligible to receive free meals do not have a meal account and, therefore, are not subject to this policy. Free lunch status students may pre-pay for or purchase a la carte items with cash or check.

Parents may restrict their child's ability to charge by sending the school written notice either stating their child cannot charge or limiting the amount their child can charge. However, they will need to send a lunch with their child.

K-12 Students

Students will pay for meals at the full rate as established by the District in accordance with federal law. Eligible students will pay a reduced rate as established by the District in accordance with federal law. Meals must be **pre-paid**. Students will be permitted to charge a maximum of \$30.00 once his or her meal account reaches zero. Once a student has charged the maximum number of meals, the student will no longer be permitted to charge and parents will initially be contacted directly by phone or in person by the building principal. The school will offer the student an emergency (regular) meal at the standard rate.

Adults Employees

Employees are permitted to charge meals or a la carte items up to a maximum of \$25.00. Employees will be notified if the \$25.00 maximum is exceeded and will be restricted from further charging until the outstanding debt is paid.

Payment of Meal Account

Each school shall maintain records regarding student meal balances. The District will send out notices to parents/guardians informing them of low or negative meal account balances. Parents/guardians may also check a student meal account balance online at mymealtime.com.

Parents/guardians must submit payment for meal accounts with a credit card or debit card at mymealtime.com OR pay in person with a check or cash at their student's school. Payment must be submitted 30 days from date of notice of deficit balance. If the District has not received payment within 30 days the payment is considered overdue and is a delinquent debt.

The District will use various means as permitted by state and federal law to collect meal account balances which are delinquent debts, including payment plans as determined appropriate.

Legal References: 2 C.F.R. § 200.426
 7 C.F.R. Part 210
 7 C.F.R. § 245.5

Cross References: Board Policy 5030
 Board Policy 7050

Policy History:

Adopted on: 5.9.2017
Revised on: 8.14.2018