

School Meals Charge Policy

Important Elements



Schools must have a written policy in place by July 1, 2017.

The policy must be made available to **existing** families and **new** families.

It is a school decision whether or not to allow meal charges.

If a student has money in hand for today's meal, they cannot be denied a meal.

Schools are not required to provide a meal to a paid student or a reduced student with a negative account balance.

Questions to Consider:

1. Are parents aware that they can apply for benefits anytime during the school year if they have a change in income and or household size? Emphasize confidentiality.
2. How do families pay or deposit money (*cash, check, electronic fund transfer, credit or debit card*)?
3. Are there specific rules about when, where and how students can pay?
4. Will cash or checks be accepted in the serving line?
5. How are parents notified of lunch account balances?
6. Who is responsible for tracking accounts?
7. Address à la carte, if applicable. Can à la carte items be charged or must students pay cash?
8. What level of deficit if any will be allowed (*specify a dollar amount or number of charged meals*)?
9. Will the school provide an "alternate" meal? If so, what is it?
10. Are all grades of students treated the same? For example, some districts have a different charge policy for elementary (*more lenient*) than middle school or high school.
11. Who is responsible for interacting with families to resolve unpaid accounts?
12. Will the district utilize a collection agency?
13. How is the debt reconciled at year-end?
14. Make the policy available to existing families and new families.
15. Keep the policy current and revise as needed.



This institution is an equal opportunity provider.

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