

## CHARGING SCHOOL MEALS

The Board of Education recognizes that, on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the district, all district schools shall follow guidelines with regard to meal charges.

- Grace Period - students who use prepaid meal cards or accounts (i.e. MySchoolBucks, PayPams, etc.) are given a grace period during which students are allowed to charge meals after their prepaid funds have been exhausted.
- Notification – the district must notify the student’s parent or guardian that the student’s meal card or account balance is exhausted and unpaid meal charges are due. The notification may include a repayment schedule, but cannot charge any interest or fees in connection with meals charged during the grace period.
- Outstanding student charges (also called delinquent debt) resulting from nonpayment for school meals is not an allowable cost to the nonprofit school food service account and cannot be absorbed by the School Nutrition Program at the end of the school year or carried forward to the next school year. If the district allows students to accumulate charges and those charges are not paid, the school must subsidize the nonprofit school food service account for all unpaid meals by June 30<sup>th</sup> of each year. The subsidy must be from the general or other non-federal source.
- Only regular meals may be charged; no snacks may be charged;

This policy applies to all paying students whether they are paying full-price or reduced-price.

The school district shall communicate to all parents on an annual basis, prior to the opening day of school, notifying them of the requirements of this policy.

All schools shall maintain a system for accounting for charged meals that follows state guidelines.

Ref: Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
National School Lunch Act, 42 U.S.C., §1715 et seq.  
Guidance Document, State Education Department, Child Nutrition  
Program; “Establishing a Meal Charge Policy”, August 2005

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