

## CHILD NUTRITION MEAL CHARGES

The District 93 Board of Trustees wishes to establish consistent meal account procedures throughout the District. The school meal program is federally funded by reimbursement from meals sold and revenue collected from paid meals. In order to maintain the financial stability of the program, charging meals must be limited.

Therefore, the goals of this policy are:

- To ensure that all students have access to nutritious meals and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students, and parents/guardians.
- To establish fair and consistent practices throughout the District.
- To place the responsibility of meal payments on parents/guardians.

### Guidelines

#### Responsibility for Meal Accounts

1. The Child Nutrition Department is responsible for maintaining student meal accounts and notifying the parent/guardian of negative balances. Automatic calls will be sent to parents/guardian when an account reaches \$-.01.
2. Parents/Guardians are responsible for timely payment to student meal accounts as well as monitoring student accounts to ensure the balance does not fall below \$0.00
3. The School Secretary/Designee is responsible for notifying the kitchen manager and the Child Nutrition Office when:
  - a. A student is checking out of school or
  - b. A new student is enrolled from outside the District.

#### Delinquent or Uncollectible Accounts

1. All enrolled students will be allowed to charge a maximum \$50.00

- a. Negative account balances of (\$50.00) per student and/or household account will be sent to Bonneville Collections (or designated debt collection agency used by the District).
  - b. At the end of the school year, all unpaid balances will be sent to Bonneville Collections (or designated debt collection agency used by the District)
2. A la carte items **may not** be charged.
  3. No other accounts will be allowed to charge.

**Parental Notification of the Policy**

1. Annual notification of District policies for staff and/or parents/guardians will be made available on the District’s webpage. It is the responsibility of staff and parents/guardians to read and become informed of the contents, requirements, and expectations of these policies. Hard copies will be made available upon request.
2. Notification of the policy may be communicated to school social workers, school nurses, the homeless liaison, or other staff members who may assist students in need.
3. The District may also make this policy available in student handbooks, on the District website, or by other means deemed appropriate.

**Charitable Assistance**

1. The Child Nutrition Department may establish an account for donations for unpaid meal charges.
2. Account balances not requested by students who move from the district or graduate will be considered a donation and transferred to the Child Nutrition donation account.
3. Donations by individuals, groups, and businesses will be accepted.

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| Adopted | 02-11-2015 | Reviewed | Revised | 05-09-2018 |
|         |            |          |         | 04-08-2020 |
|         |            |          |         | 08-10-2022 |

Cross Reference: Healthy Life Styles #8300  
 Healthy Advisory Committee #8310  
 Child Nutrition Services #8410  
 Eligibility for Free and Reduced-Price Meals #8455

Legal Reference: SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, United States  
 Department of Agriculture  
 PL111-296 Sec 204 Healthy, Hunger Free Kids Act of 2010