

## CHILD NUTRITION MEAL CHARGES

The District 93 Board of Trustees wishes to establish consistent meal account procedures throughout the District. There is a fine balance that needs to be attained between the solvency of the Child Nutrition program and the nutritional needs of the students. 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 that can be used throughout the District.
- To encourage parents/guardians to assume the responsibility of meal payments and to promote the self-responsibility of students.

### 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.
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.

#### Number of Charges Allowed

1. All Students K-12 will be allowed to charge a maximum of two (2) meals.
2. A la carte items **may not** be charged.

3. High School Principals may choose a no charge policy
4. Adults **will not** be allowed to charge any meals.

### **Alternate Meals**

To ensure that no child goes hungry, an alternate meal may be given to students who have exceeded the two (2) charge policy.

1. An alternate meal will consist of a cheese sandwich and a milk.
2. The alternate meal will only be available for two (2) days.

### **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 District may establish an unpaid meal charges fund to cover the cost of unpaid meal charges.

Adopted 02-11-2015 Reviewed

Revised 05-09-2018

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