

Henry School District Meal Charge Policy

I. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the ~~National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly~~ communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

II. PURPOSE OF POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- * To treat all students with dignity in the serving line regarding meal accounts
- * To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- * To establish policies that are age appropriate
- * To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- * To establish a consistent district policy regarding charges and collection of charges

III. SCOPE OF RESPONSIBILITY:

- * The food service department, Business Manager, Administrative Assistant: Responsible for maintaining charge records and notifying the student's parent/guardian.
- * The Parent/Guardian: Immediate payment

IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefits. Applications are available in the school business office.

2. Families are encouraged to pre-pay for meals a minimum of one month in advance and money is accepted in the school business office daily for payments on the day of service. Payments may also be made by mail to: Henry School District, PO Box 8, Henry, SD 57243.

3. **Elementary students:** The District has a meal account policy that may restrict negative lunch balances to no more than negative \$20.00 per family for school meals. When account balances become low and/or negative, lunch bills are sent home with the student and phone calls are made. Once an account is negative \$20.00, a student will not be allowed to charge and a lunch will have to be provided from home until the account is paid up to date.

a. All delinquent accounts at the beginning of June of the current school year will need to be paid in full immediately to avoid collections of the payment.

b. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

4. **Middle School students:** : The District has a meal account policy that may restrict negative lunch balances to no more than negative \$20.00 per family for school meals. When account balances become low and/or negative, lunch bills are sent home with the student and phone calls are made. Once an account is negative \$20.00, a student will not be allowed to charge and a lunch will have to be provided from home until the account is paid up to date.

a. All delinquent accounts at the beginning of June of the current school year will need to be paid in full immediately to avoid collections of the payment.

b. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

5. **High School students:** The District has a meal account policy that may restrict negative lunch balances to no more than negative \$20.00 per family for school meals. When account balances become low and/or negative, lunch bills are sent home with the student and phone calls are made. Once an account is negative \$20.00, a student will not be allowed to charge and a lunch will have to be provided from home until the account is paid up to date.

a. All delinquent accounts at the beginning of June of the current school year will need to be paid in full immediately to avoid collections of the payment.

b. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

6. Families may contact the school business office at 605-532-5364 to discuss payment plan options.