

Immaculate Conception School 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 on 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 service 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

VI. ADMINISTRATION

- Families are encouraged to apply for free and reduced price meal benefits. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits.
- If meal payments are not made in a timely manner, the following procedure will be followed: after 60 days late – *a phone call or letter will be sent from the finance office*
- Families may contact the school business office at 605-886-3883 to discuss payment of past-due accounts.
- A child will not be denied a meal
- This policy may be viewed on the school website. <https://www.icschoolwatertown.org/>