

Date Issued 7-1-2017

Effective Date 7-1-2017

## **Britton-Hecla 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 cashier, Business Manager, Assistant Business Manager: 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 or on the school website under the Food Services tab. [www.britton.k12.sd.us](http://www.britton.k12.sd.us)
2. Families are required to pre-pay for meals. Payments are accepted in the school business office daily on the day of service. Payments may also be made online at [www.britton.k12.sd.us](http://www.britton.k12.sd.us) through the Campus link on the left, or mailed to PO Box 190, Britton, SD 57430.
3. Families will be notified of the school Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy will also be posted on the Food Service website.
4. **Elementary students:** Reminders are sent to parents twice per week via Campus Messenger once their child's balance falls below \$10. When a child's account becomes delinquent and the parent(s) have not contacted the school to set up a payment plan, the following consequences will be enforced.
  - Students whose balance remains below \$0 for 7 consecutive days will have their email account turned off until their account balance is replenished. (Grades 5-12)
  - Students whose balance remains below \$0 for 20 consecutive days will be offered an alternate meal in lieu of a hot meal until their account balance is replenished. Our alternate meal includes a sandwich, fruit, vegetable, and a milk and meets all nutrition requirements set in place by the USDA. The meal will be charged at the same rate.
  - All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
  - 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. **Junior High School students:** Reminders are sent to parents twice per week via Campus Messenger once their child's balance falls below \$10. When a child's account becomes delinquent and the parent(s) have not contacted the school to set up a payment plan, the following consequences will be enforced.
  - Students whose balance remains below \$0 for 7 consecutive days will have their email account turned off until their account balance is replenished. (Grades 5-12)
  - Students whose balance remains below \$0 for 20 consecutive days will be offered an alternate meal in lieu of a hot meal until their account balance is replenished. Our alternate

meal includes a sandwich, fruit, vegetable, and a milk and meets all nutrition requirements set in place by the USDA. The meal will be charged at the same rate.

- All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
- 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. **High School students:** Reminders are sent to parents twice per week via Campus Messenger once their child's balance falls below \$10. When a child's account becomes delinquent and the parent(s) have not contacted the school to set up a payment plan, the following consequences will be enforced.

- Students whose balance remains below \$0 for 7 consecutive days will have their email account turned off until their account balance is replenished. (Grades 5-12)
- Students whose balance remains below \$0 for 20 consecutive days will be offered an alternate meal in lieu of a hot meal until their account balance is replenished. Our alternate meal includes a sandwich, fruit, vegetable, and a milk and meets all nutrition requirements set in place by the USDA. The meal will be charged at the same rate.
- All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
- 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.

7. **Alternate Meals:** No alternate breakfast will be offered. For lunch, the child(ren) will discreetly be given a tray with their alternate cold meal during the time the regular hot meal is denied. Any patron who has received an alternate meal for 5 consecutive days after having their balance below \$0 for 20 consecutive days will be denied further credit until the account is settled or satisfactory payment is made. No charging of any meals will be allowed. At this point, parents will be responsible for providing a meal for their child(ren).

8. Families may contact the school business office at 605-448-2234 ext. 1100, or email [kayla.hastings@k12.sd.us](mailto:kayla.hastings@k12.sd.us) to discuss payment plan options.