

**Guidelines for Meal Charge**

1. No more than ten (10) charges or a maximum of \$20.00 in charges, including breakfast charges, shall be allowed.
2. Students shall be allowed to have a regular lunch and breakfast daily.
3. Any time money is brought to food service accounting, it shall be applied to the charges account if there is an outstanding balance and the student shall be allowed to purchase a regular meal or breakfast.
4. When charges reach \$15.00, letters shall be sent to the parent/guardian and a follow-up phone call shall be made to inform them of the balance. A copy of the charge letter shall be given to the Principal to inform him/her that the student is approaching the limit for charges.
5. Extras cannot be purchased until all charges are cleared. Students who receive Free/reduced lunch and desire extras shall have them provided on a cash only basis at full price.
6. At no time should staff discuss charges with students. Staff may remind the student that their account is low or that it is time to add money to their account.
7. Parents/guardians are to be contacted and informed that the outstanding charges are being referred to the District office and Board Attorney to begin collection proceedings when \$20.00 in charges have been reached.
8. Involve Family Resource Centers as necessary.
9. Adults may charge one (1) meal.

**Notice of Meal Charges**

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

Meal Account Balance: \$ \_\_\_\_\_

Dear Parent/Guardian:

As of \_\_\_\_\_, \_\_\_\_\_ has a negative account balance. Your child's account balances are displayed above. For students that are on "paid" lunch, a maximum of ten (10) meals or \$20.00 may be charged.

Please send payment to add to your child's account. You may send cash or check. Checks should be made payable to \_\_\_\_\_. If you have any questions concerning your child's account or if your financial situation has changed and you may now qualify for a free or reduced plan, please call \_\_\_\_\_.

Sincerely,

School Nutrition Manager

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, sex, or disability. To file a complaint of discrimination, write USDA, Director Office of Adjudication, 1400 Independence Avenue, S. W., Washington, DC 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Review/Revised:7/13/2013