

# Summit 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 Assistants: 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 [www.summit.k12.sd.us](http://www.summit.k12.sd.us)
2. Families are encouraged to pre-pay for meals and money is accepted in the school business office daily for payments on the day of service or payments may be mailed to Summit School PO Box 791, Summit, SD, 57266.
3. **Elementary students:** The District has a meal account policy that may restrict negative lunch balances to no more than \$50 per student for school meals. When account balances become low and/or negative, letters and phone calls are made. Once an account is negative, a student will not be allowed to charge extra entrees nor a la carte items. If an account is negative at least \$50, a cheese sandwich and milk may be discreetly served until the account is brought current.
  - a. Balance information is found on parent's infinite campus portal, and is the parents' responsibility to check on a regular basis.
  - b. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
  - c. 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. **High School students:** The District has a meal account policy that may restrict negative lunch balances to no more than \$50 per student for school meals. When account balances become low and/or negative, letters and phone calls are made. Once an account is negative, a student will not be allowed to charge extra entrees nor a la carte items. If an account is negative at least \$50, a cheese sandwich and milk may be discreetly served until the account is brought current.
  - d. Balance information is found on parent's infinite campus portal, and is the parents' responsibility to check on a regular basis.
  - e. All delinquent accounts at the beginning of June of the current school year will be subject to collections for payment.
  - f. 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. Families may contact the school business office at 605-398-6211 to discuss payment plan options.