

DFI

MEAL CHARGE POLICY

The purpose of this policy is to insure compliance with federal reporting requirements for the Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances. Students may pay for meals in advance, at the time of purchases, or may borrow money provided by the site-based school administration. The student will be responsible for repaying the money to the school.

No elementary, middle, or high school student will be deprived of a meal nor be served a differentiated meal (i.e. peanut butter/jelly or cheese sandwich) due to insufficient, forgotten or lost meal money. Each site-based school administration will be responsible for maintaining a fund of money to loan to students without meal money. This pool of money may be established from school-based funds. Each school is responsible for collecting money that has been loaned to students. Students will be responsible for repaying all loaned money to the school within the timeframe set by the principal. At the end of each semester, any and all outstanding, uncollected charges will result in each respective school's school-based funds being used to pay the outstanding balance and set the point of sale system at a zero balance for the new semester.

This meal fund shall be placed with the school office for loans to students without meal money. Written notification shall be given by the school to the student to take home or shall be mailed to the student's home to inform the parent that the child owes money to the school for the loan specifying the timeframe for repayment set by the principal.

All school cafeterias possess computerized point of sale/cash register systems that maintain a record of all monies deposited and spent for each student and said record will be made available to the parent upon request. Each school shall inform parents that meals can be paid for in advance and that balances may be maintained in their child's account to minimize the possibility that the child may be without meal money on any given day. If a student is without meal money on a consistent basis, the principal will investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encouraging the parent to apply for free or reduced price meals.

This policy's provisions pertain to regular school breakfast and lunch meals only. Students may not borrow money to pay, nor will schools permit use of the meal fund, for a la carte lunch items. Federal policy prohibits the withholding of meals from a child as a form of discipline. The Superintendent shall develop regulations and procedures to support this policy.

Adopted by the Conway School Board – December 12, 2011