

ATTICA PUBLIC SCHOOLS – USD 511

MEAL CHARGE POLICY

Purpose: The goal of the district is to provide students with healthy meals each day. However, unpaid charges place a financial burden on our Food Service Department. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the district. The provisions of this policy pertain to all meal price points, including reduced and full pay breakfasts and lunches.

Policy: Students will pay for meals at the district's published standard rate each day. Students may pay for meals daily, weekly, monthly or apply any amount of money to their food service account. When an individual's account is nearing a zero balance they will be informed via mail, email, text message or whatever form of communication is deemed best between that parent and the district. Once an account reaches a zero balance it is the decision of the board that 5 meal charges may be used before an alternate meal is provided by the district. The alternate meal will consist of a sandwich of the cook's choice, piece of fruit, and a carton of milk. The designated meal will be charged to the student's account at the rate of a standard meal. Deposits will be expected within a reasonable timeframe. Any deposit not made by the end of the school term or upon leaving the district will be considered a bad debt. When a deposit large enough to cover any outstanding balance has been made to the student's account, they may sign up for any regular menu choice. A student will be allowed to purchase a meal if the student pays for the meal when it is received.

There will be no charging allowed for a la carte or extra milk items.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

If a hardship case is suspected staff will remind families that meal applications may be filled out at any time during the year.