

FOOD SERVICE MEAL CHARGE REGULATIONAdministrative Regulations

The following guidelines will be used to regulate meal charges in District schools:

1. Only complete, USDA “reimbursable” meals may be charged.
2. À la carte foods and snacks may not be charged.
3. Meal charge limits are as follows:
 - Elementary: two breakfast/five lunch meal limit
 - Middle School: two breakfast/three lunch meal limit
 - High School: no charging allowed at breakfast or lunch
 - Adults: no charging allowed at breakfast or lunch (*includes staff, guests, and visitors*)
4. Special accommodations will be made for students with disabilities.
5. Students with negative account balances will not be able to purchase snacks or à la carte foods until negative balances are paid in full.
6. Meal charges and subsequent repayments will be recorded and tracked daily through the Food Services POS system, based on the students’ meal status (reduced price or full pay).
7. Low balance and negative balance letters will be sent home with all elementary students once a week, along with verbal reminders at the cash register. Middle school students will be reminded verbally at the cash register daily regarding low or negative account balances.
8. High school students will be reminded daily of low account balances. Food Services office staff will assist in alerting the households of negative balances, along with building principals and/or staff. Electronic and telephone account alerts to households may be utilized for notification of parents or guardians.
9. Parents and guardians will also have the option to set up an account to monitor account balances and/or make payments online through the Food Services POS system.
10. In the event that a student reaches the meal charge maximum and no payment has been received, the student will be offered an “alternative meal” (cheese or peanut butter & jelly sandwich, fruit, white milk) at no cost to the student. Students with allergies will receive a modified alternative meal per their nutritional needs.
11. The District will provide notice to all parents and households annually of this policy prior to the opening day of school, outlining the requirements of this regulation. The regulation shall also be published on the District website, in District publications, and advertised via current District alert notification systems.