

## **Meals and Meal Charges**

### **FREE AND REDUCED-PRICE MEALS**

The Superintendent/designee shall annually submit, for Board approval, a fee schedule governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning students as required by law.

Only District employees and contractors designated by the Superintendent/designee and representatives of agencies directly connected with the administration or enforcement of the District's School Nutrition Program shall have access to individual student eligibility information without parental consent. A list of designated District employees and contractors by position shall be maintained at the school and in the Central Office.

### **MEAL CHARGES**

All parents shall be provided the written meal charge policy at the beginning of each school year or upon enrollment in the District for students transferring in mid-year. In addition, parents shall be advised of the available payment systems and meal prices.

The written meal charge policy shall be distributed to all school level staff including school nutrition employees involved in policy enforcement.

Meal charges shall be allowed for emergency use only. Students that forget their money or have funds in their account run out, shall be allowed to charge meals that day. No ala carte items may be charged.

Students: Cashiers shall remind students that their account balance is getting low. Cashiers shall give elementary students a meal money envelope to take home. Charge limits shall be ten (\$10) dollars for all students\* and cashiers shall remind students daily to bring money for any charges owed.

Once a student reaches the five (\$5) dollar amount in charges, the parent/guardian shall be sent a note reminding them of their child's charges. If the charge amount reaches ten (\$10) dollars, and the school has not received a response from parents/guardians concerning the charges, a call shall be made to the parent/guardian. Students may be provided an alternate meal (sandwich and milk) until the charges are paid.

When a student accumulates more than the allowable meal charges, the Superintendent/ designee shall initiate the established collection process to include notification of parents and appropriate follow-up. If parents have not contacted the Cafeteria Manager or submitted the amount indicated within ten (10) working days from the date of the final notice, the debt will be considered delinquent and may be directed to the Board Attorney.

Food Service funds may be used to collect delinquent meal charges.

Adults: Shall not be allowed to charge meals or a la carte items

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**REFERENCES:**

[KRS 160.290](#)

[702 KAR 006:010](#); [702 KAR 006:050](#)

7 C.F.R. §245.6; 7 C.F.R. 210.18(q)

20 U.S.C. 1232g; 34 C.F.R. 99.1 – 99.67

42 U.S.C. §1751 et seq.

42 U.S.C. Section 1771 et seq.

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**RELATED POLICY:**

09.14

Adopted/Amended: 7/17/2017

Order #: 7303