

MEAL CHARGE POLICY

A. Scope and Purpose

1. The goal of the Town of Webb UFSD is to provide student access to nutritious no- or low-cost meals each school day. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.
2. The provisions of this policy pertain to school breakfast and lunch meals.
3. The District will provide students, parents and guardians annual notice of this policy and post the policy on its webpage.

B. Free, Reduced, and Full Cost Meals:

1. Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day.
2. Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast for \$.25 and lunch for \$.25 each day.
3. Full Pay Students -- Students will pay for meals at the school's published paid meal rate each day.

C. Meal Payments

1. Pre-Payment: Families that pre-pay for meals can help ensure children have consistent access to healthy meals without accruing unpaid meal charges. Students, Parents, Guardians may pay for meals in advance via cash or with a check payable to Town of Webb UFSD. Funds should be maintained in accounts or brought daily to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.
2. Refunds: Any graduating, non-returning student with a meal fund balance will be refunded the unused balance.
 - Refunds for withdrawn, and graduating students; written or emailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a siblings account with a written request.
3. Balances Owed: Collection of owed balances will follow the policies and procedures set forth herein.

D. Meal Charges

1. A student whose parent or guardian has unpaid school meal fees will be provided with the student's meal of choice for that school day of the available reimbursable meal choices for such school day, if the student requests one.
2. Charges outside of the reimbursable meals, including a la carte items, adult meals, etc. are expressly prohibited.

3. Parents/Guardians are responsible for meal payment to the food service program.
 - a. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable. An application for free or reduced lunch benefits may be filled out at any time during the school year. An application can be obtained by contacting the Cook Manager or the Business Office.
 - b. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. This may include the Superintendent making a referral to the Department of Social Services.

E. Collections and Notification of Charges and Low Meal Balances

1. Unpaid meal charges are considered "delinquent debt".
2. The District will make every effort that its collections practices of unpaid meal charges do not have a negative impact on the children involved and instead focus primarily on adults in the household responsible for providing funds for meal purchases. The children involved will not be overtly identified, such as with stamps, tickets, or special tokens.
3. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
4. An attempt to notify the Parent/Guardian by phone will be made after the student charges their fourth (4th) meal. Notice may also be mailed home if no response is received.
5. If all attempts to notify the Parent/Guardian of the deficient meal fund balance are unsuccessful the building principal will be notified.
6. The Superintendent or his/her designee may work out a repayment plan with the Parent/Guardian. In no event will interest or additional charges be incurred as a result of the delinquent debt.
7. Unpaid meal charges may be carried over at the end of the school year and collection efforts will continue into the new school year.

APPROVED: September 1, 2009
 REVISED: August 10, 2010
 June 21, 2011
 July 3, 2012
 July 5, 2017
 June 19, 2018