

MILL A SCHOOL DISTRICT

Meal Charge Policy

The purpose of this policy is to establish consistent meal charge account procedures throughout the district. Unpaid charges place a financial strain on the Food Service Department. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, students and parents/guardians to the fullest extent possible.
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent district policy appropriate for all ages regarding charges and collection of charges.

Families are encouraged to apply for free and reduced price meal benefits. Applications are included with student registration packets at the beginning of each school year and are also available in the school office. Households experiencing financial hardship mid-year may become eligible for free and reduced price meals at any point in the school year. The district will also ensure that the direct certification list of all students categorically eligible for free and reduced price meal benefits is updated monthly.

The district requests that families pre-pay for meals in the school office. Payments may be made by cash or check made out to Mill A School District. An online payment system is in the process of being set up to make keeping accounts current more accessible and convenient. Please use Skyward Family Access to view account balance information at any time and sign up for email notification when the account balance falls below \$5.00.

All students (K-12) with insufficient funds will be allowed to charge reimbursable breakfast and/or lunch meals to their student account.

- Charges will not be allowed for a la carte purchases or milk for any account with insufficient funds.
- Parents/guardians will be notified by email when their student's account reaches a negative balance.
- A negative balance of -\$30.00 may result in a phone call from an administrator to determine if there are household issues that may prevent the student from having sufficient funds for school meals, as well as provide assistance in completing a free and reduced application.
- A negative balance of -\$50.00 may result in a formal letter requesting payment in full with a copy of the student's Food Service Statement and a free and reduce meal application. A meeting with an administrator may be requested and appropriate assistance will be offered.
- Unpaid meal charges under -\$30.00 at the end of the school year will roll over to the next school year.
- Unpaid meal charges over -\$30.00 at the end of the school year will be converted to student fines & collected according to district policies.
- Negative balances of more than \$100 not paid prior to the end of the quarter will be considered delinquent debt and will be turned over to the superintendent or designee for collection.
- Parents/ guardians may set a charge limit to student accounts by contacting the school office to avoid excessive unpaid charges.
- Students withdrawing or graduating from the district can request a refund by contacting the school office. Any unclaimed funds not requested after one year of the withdrawal or graduation date will become the property of Mill A School District.

District employees may use a charge account for meals, but may charge no more than \$50 to their account. When an account reaches this limit, the employee will not be allowed to charge additional meals or a la carte items until the negative balance is paid in full.

Adult and Child visitors that would like to purchase school meals may pre-pay in the school office and will be charged the Adult Meal & A la Carte prices posted in the cafeteria and listed on the district website.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form from any USDA office, by calling 866-632-9992 or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: 833-256-1665 or 202-690-7442; or
3. Email: USDA Program Intake at usda.gov

This institution is an equal opportunity provider.

References:

7 CFR 245.6 and the Eligibility Manual for School Meals
Hunger-Free Students' Bill of Rights Act RCW 28A.235 and 28A.300
Meal Charge Policy Reference Sheet
RCW 28A.635.060 and WAC 392-415-100
SP47-2016 Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments
SP57-2016 Unpaid Meal Charges: Guidance and Q&As
SP29-2017 Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools
6700 - Nutrition, Health, and Physical Fitness
3520 - Student Fees, Fines, Charges