

# Flandreau School District Meal Charge Policy

## I. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

## II. PURPOSE OF POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

## III. SCOPE OF RESPONSIBILITY:

- The Food Service Department, Business Manager, Administrative Assistant: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

#### IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced priced meal benefits. Applications are available in the school business office or on the school website [www.flandreau.k12.sd.us](http://www.flandreau.k12.sd.us)
2. Families are encouraged to pre-pay for meals. Cash and checks are accepted in the school business office daily for payments on the day of service. Online payments may also be made to the breakfast and lunch program by credit card, debit card and e-check. Online payments are available at: [www.wordwareinc.com](http://www.wordwareinc.com). This site can also be used to view your family balance and transaction activity. Please contact Lisa Sanderson, Business Manager or Brenda Whipkey, Administrative Assistant at 997-3263 for instructions to access the online payment capabilities.
3. Families may contact the school business office at 605-997-3263 to discuss payment plan options.

#### **MEAL ACCOUNT POLICY**

The Flandreau School District offers a breakfast and lunch program to all students in grades K-12 who wish to participate. The Flandreau School District's policy regarding meal accounts is as follows:

- Meal accounts are set-up as Family Accounts.
- Each student has an individual account number.
- Meal money must be received by 10:00 a.m. at the student's school.
- To ensure proper credit to the account, the students' lunch account number should accompany payments.
- All families are encouraged to apply for the free and reduced meal program. Applications are available in all school offices.

The Flandreau School District will follow and enforce the below procedure:

- An automated email notification will be made when a family account balance reaches \$10.00 or below.
- Students with a family account that is **negative \$10.00** will be given a written and/or verbal reminder to bring meal money.
- Students with a family account that is **negative \$15.00** will not be allowed to purchase extra entrees or milk until the family account has been paid. Notice will be provided to the student.
- Students with a family account balance that is a **negative \$40.00** will have their account **closed**.
  - K-12 students will be offered an "alternative meal" for lunch which consists of a sandwich, fruit or vegetable and milk for up to three (3) consecutive days. Beginning on the 4<sup>th</sup> day, a meal will not be provided, until the account is paid. Students can receive the alternative meal a maximum of six (6) days during the school year. When a student has used all alternative meals, he/she will not be provided food by the school district.
  - An "alternative meal" is NOT available for breakfast, therefore breakfast will not be served to the student.

- If a student has been approved for free meals, he/she will still be able to receive a school breakfast or lunch, but NO extra entrées or extra milk will be allowed if there are not sufficient funds in the meal account per meal account policy.
- Families are encouraged to review meal accounts with their children and set any limits necessary. School and food service personnel are not responsible for enforcing family personally set limits.
- If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child will be provided a meal. The school may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meals.
- Parents and/or students can check their account balance by calling the District Central Office at 997-3263 or via the school's website.
- Checks can be written or cash can be submitted as payment to a family's meal account. To insure proper credit to the account, the student's name and account number should be written on the check. If paying with cash, please enclose the cash in a sealed envelope with the student's name on the envelope. Please make all checks payable to the Flandreau School District. We are not responsible for lost, unidentified, or stolen cash or checks.
- Payments may also be submitted by credit card, debit card or echecks. If you are interested in submitting payments via credit card, debit card or echecks, please contact Brenda Whipkey, Administrative Assistant or Lisa Sanderson, Business Manager at 997-3263.
- After thirty (30) days of any negative balance, collection procedures will be initiated.