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Britton-Hecla School District Meal Charge Policy

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. 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>.

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 make clear the parent/guardian responsibility for meal payments
- To establish a consistent district policy regarding charges and collection of charges

SCOPE OF RESPONSIBILITY:

- The food service cashier, Business Manager, Assistant Business Manager: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefits. Applications are available in the school business office or on the school website under the Food Services tab. www.britton.k12.sd.us

2. Families are required to pre-pay for meals. Payments are accepted in the school business office daily on the day of service. Payments may also be made online at www.britton.k12.sd.us through the Campus Parent Portal on the left, or mailed to PO Box 190, Britton, SD 57430.
3. Families will be notified of the school Meal Charge Policy in writing before the school year begins and provided to each new transfer student. This policy will also be posted on the Food Service website.
4. **Elementary students:** Reminders are sent to parents twice per week via Apptegy Thrillshare once their child's balance falls below \$15. When a child's account becomes delinquent and the parent(s) have not contacted the school to set up a payment plan, the following consequences will be enforced.
 - All accounts past 60 days or \$100 delinquent, and no payment arrangements have been made, will be turned over to collections for payment.
 - If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs 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 meal.
5. **Junior High School students:** Reminders are sent to parents twice per week via Apptegy Thrillshare once their child's balance falls below \$15. When a child's account becomes delinquent and the parent(s) have not contacted the school to set up a payment plan, the following consequences will be enforced.
 - All accounts past 60 days or \$100 delinquent, and no payment arrangements have been made; will be turned over to collections for payment.
 - If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs 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 meal.
6. **High School students:** Reminders are sent to parents twice per week via Apptegy Thrillshare once their child's balance falls below \$15. When a child's account becomes delinquent and the parent(s) have not contacted the school to set up a payment plan, the following consequences will be enforced.
 - All accounts past 60 days or \$100 delinquent, and no payment arrangements have been made, will be turned over to collections for payment.
 - If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs 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 meal.

7. **Lunch Account Balance Notification:** Paper and electronic notices will be sent regarding overdue accounts. Parents/guardians are encouraged to give their email addresses to the business office so notices can be sent electronically. Electronic notifications are sent out on Mondays and Thursdays when account balances drop below a \$15 balance and will continue to be sent out until a deposit is made into the student or staff lunch account. Paper notices will be sent out bi-weekly when accounts are in the negative. Parents/Guardians can also contact the business office and obtain information that will allow them to check lunch account information online. The Britton-Hecla School District wants to remind all families if payments have been made the day of the call they will not be registered until the next business day. Calls go out on Mondays and Thursdays at 7:00PM. The system does not update until the overnight hours. Families can always check the Campus Parent Portal for actual up to date lunch balances.

8. Families may contact the school business office at 605-448-2234 ext. 1100, or email **Danelle.Elsen@k12.sd.us** to discuss payment plan options.

Adopted: 7/1/2017

Revised/Reviewed: **1/18/23**