

UNPAID MEAL POLICY

The District's meal charging requirements are as follows:

Charging of Ala Carte or extra items, **such as a milk with a cold lunch** to a student's account will NOT be permitted unless they have a positive account. They will not be allowed to charge if balance is at \$ 0.

A charge account for students paying full or reduced-price meals may be established with the district. Students may charge no more than \$ 10.00 worth of hot meals to their account. Any student failing to keep his/her account solvent as required by the District shall not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if the student pays for the meal when it is received. Students who have charged the maximum allowance to the account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of a (breakfast) graham cracker and milk, (lunch) cheese sandwich and milk, for a **maximum of three days**.

At least **one warning** shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the District's charge limit. **If payment of the negative balance is not received within 5 days** of the maximum charge limit being attained the debt will be turned over to the Superintendent or Superintendent's designee for collection in accordance with Board Policy DP. **If the debt is not paid within 10 days** of mailing the final notice of the negative account balance under policy DP, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Payments for school meals can be made at the school or online at Skyward Family Access at www.usd416.org. Students, parents and guardians of students are encouraged to prepay meal costs.

The District will provide a copy of this unpaid meal charge policy to all households at or before the start of each school year and families and students that transfer into the district at the time of transfer. The terms of this policy also will be communicated to all District staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to household and staff will be retained.

Approved: KASB Recommendation – 4/7-12/17-5/21