

**Billings School District 2**

**NONINSTRUCTIONAL OPERATIONS**

**Meal Charge Policy**

*Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult responsible for the care of the child.*

The goal of the Billings School District is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the Billings School District. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, the Billings Public Schools provides this policy as a courtesy to those students in the event that they forget or lose their lunch money, or have an unpaid balance in their lunch account.

Full-Pay Students – Elementary and Middle School Students will pay for meals at the district's published rate. A student will be allowed to charge a maximum of 5 meals to their account after their balance reaches zero. Once a student has charged those 5 meals, he/she will not be allowed to charge a la carte items, however, he/she will be offered a designated menu alternate. [Sample: cheese sandwich, veggie sticks, fruit and milk]. This designated menu alternate will be charged to the student's meal account at the standard rate.

High School Students must [pre-pay, pay cash at the register] for all meals and a la carte purchases. When a student's account balance reaches zero, no a la carte items will be sold to the student, and he/she will only be offered a designated meal alternate. This designated meal alternate will be charged to the student's meal account at the standard rate.

Free Meal Benefit – Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid.

Reduced Meal Benefit – reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day. A student will be allowed to charge a maximum of 5 meals to their account after the balance reaches zero. Once a student has charged those 5 meals, he/she will not

be allowed to charge a la carte items, however, he/she will be offered a designated menu alternate. [Sample: cheese sandwich, veggie sticks, fruit and milk]. This designated menu alternate will be charged to the student's meal account at the standard rate.

Parents are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents at regular intervals during the school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each.

Student/Parents pay for meals in advance via a check payable to Billings Public Schools. Funds should be maintained in accounts 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.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the Billings School District Food Service Program.

Balances Owed will be sent to collections per Federal guidelines.

Adult Meals: Adults are not allowed to charge meals or a la carte purchases, as per USDA policy regarding school food services use of Federal NSLP funds.

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. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.

Policy History:

First Reading: April 17, 2017 – Board of Trustees

Second Reading: May 5, 2017 – Board of Trustees

Third Reading: June 19, 2017

Adopted on: June 19, 2017

Revised on: