

Free and Reduced-Price Meals/Meal Charges

The Superintendent/designee shall annually submit, for Board approval, a fee schedule governing the price of all meals and, in keeping with state and federal requirements, implement a process to protect the confidentiality of information concerning student eligibility for free and reduced price meals.

Only District employees and contractors designated by the Superintendent/designee and representatives of agencies directly connected with the administration or enforcement of the District's School Nutrition Program shall have access to individual student eligibility information without parental consent. A list of designated District employees and contractors by position shall be maintained at the school and in the Central Office.

ADULT MEALS

The charge for adult meals shall reflect, at the minimum, the highest amount charged to students in the paid category, plus the current value of the appropriate reimbursement and the commodity assistance. Any downward adjustment of that charge shall only be made as follows:

Adult meals at no charge - Pursuant to Federal Regulation (USDA FNS Instruction 782-5), individuals who are assigned to work full- or part-time in the school nutrition program and whose salaries are paid one hundred percent (100%) from federal funds may receive meals at no cost. Substitute cafeteria employees may also receive school meals at no cost during hours of employment.

MEAL CHARGES AND COLLECTION

Meal charges are for emergency use only and are designed to cover situations when parents or students forget to bring or provide funds for breakfast/lunch.

Charges may be made for student meals only at the elementary schools and the preschool. No charges may be made at the high school or middle school. **No ala carte items or adult meals may be charged at any school.** Furthermore, no ala carte items may be purchased with a current outstanding balance.

When an elementary or preschool student incurs meal charges of \$3.00, a written notice from the Principal will be sent to his/her parents/guardians, advising them of a charge balance and requesting payment. Should the meal charges total \$10.00; the parents/guardians will receive a letter from the Board Attorney warning them of possible litigation in small claims court. (The Board authorizes the Board Attorney to file in small claims court.)

When a child enrolls for a new school year and has an unpaid balance from the previous year, no additional charges will be allowed until all previous balances are paid.

If a student withdraws or transfers from the District schools and has a balance in his/her meal account, parents/guardians may receive, upon request to the School Nutrition Director, a refund of that balance following the next regularly scheduled Board meeting. End-of-year meal account balances will not be refunded to returning students; these balances will be carried over to the next school year.

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REFERENCES:

[KRS 160.290](#)

[702 KAR 006:010](#)

[702 KAR 006:050](#)

7 C.F.R. §245.6

20 U.S.C. 1232g, 34C.F.R. 99.1 – 99.67

402 USC §1751 et seq.

402 U.S.C. Section 1771 et seq.

RELATED POLICY:

09.14

Adopted/Amended: 11/11/2010

Order #: 55