

School Meal Leftovers	The District does not allow a campus to sell, share, or donate school meal leftovers.
Sharing Tables	The District <i>allows</i> a campus to set up leftover sharing tables for school meal items students do not want. The District will follow procedures to limit the risk posed to students with food allergies and address the care of students with a diagnosed food allergy who are at risk for anaphylaxis. [See FFAF]
Free or Reduced-Price School Meals	A parent and/or guardian may contact Food Service Assistant at 512-430-6000 x4026 to obtain information for applying for free or reduced-price school meals. A student who qualifies for free meals will never be denied a meal, even if the student has a negative balance from other purchases, such as à la carte items. [See COB for further information on free and reduced-price meals.]
Nondiscrimination Statement	When applicable, the District will include the nondiscrimination statement provided by the U.S. Department of Agriculture (USDA) on all forms of its communications and printed program materials.
Insufficient Meal Card or Meal Account Balance	Any student who uses a prepaid meal card or meal account to purchase his or her school meals, including reduced-price meals, will be allowed a grace period each school year, as established by the Board, during which the student may continue to charge school meals after the account balance has been exhausted. [See CO(LOCAL)] The student will not be allowed to charge à la carte items or extra items during the grace period. Any student who has an insufficient meal card or who has an insufficient meal account balance will be able to purchase a meal if the student brings cash to purchase the meal.
Lowest-Cost Reimbursable Meal	After the grace period has ended, the student will be served the lowest-cost reimbursable meal until arrangements for free and/or paid meals can be arranged.
Medical Notification	When offering lowest-cost reimbursable meals, the District will provide modified meals to any student requesting dietary accommodations in accordance with his or her care plan. [See FFAF]
Overt Identification	The District will not use any strategy or notification method that overtly identifies the free and reduced-price meal eligibility or unpaid account status of any student. Examples of prohibited practices include:

- Announcing or publicizing the names of students who have insufficient funds or unpaid meal charges.
- Requiring students who have free or reduced-price meal eligibility or unpaid meal charges to use a different serving line to pick up a lowest-cost reimbursable meal.
- Notifying students about a low or negative account balance in front of other students.
- Using hand stamps, stickers, or other physical markers to identify students' account status or asking students to raise their hands to self-identify their account status.
- Sending visibly marked notices home with students who have outstanding balances.

To prevent the overt identification of a student with insufficient funds, the student and parent will be discreetly instructed on how the student will access the lowest-cost reimbursable meal in the food service line, and the lowest-cost reimbursable meal will be available to all students as a choice on the regular meal service line.

Notification

The District will make reasonable efforts to notify families when meal card or meal account balances are low and will communicate privately with families to resolve unpaid charges. Notification methods that overtly identify a student with unpaid meal charges are prohibited.

The parent or guardian will be notified in writing by the food service assistant within three days after the student's meal card or meal account balance is exhausted. [See CO(EXHIBIT)]

Repayment

Unpaid student meal charges become a debt owed to the District. The District will begin collecting debt immediately after expiration of the grace period.

The District will apply a delinquent debt collection period for unpaid charges not to exceed *one* year.

The District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt and will establish a schedule for repayment. Only appropriate school personnel trained in USDA confidentiality requirements may request payment from families with unpaid meal charges. [See CO(EXHIBIT)]

If a parent and/or guardian does not repay a debt, the District will take the following actions:

- The debt will be turned over to the Superintendent or designee for collection.

**Employee Meal
Charges**

An employee may use a charge account for meals, but the employee may charge no more than \$50 to the account.