

Meal charge Policy

I. Purpose

The goal is Whitney ISD 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 Whitney Public Schools. The provisions of this policy pertain to regular, reduced, and free priced school breakfast and lunch meals. While the USDA Child Nutrition Program does not require that a student who pays for regular/reduced priced meals be served a meal without payment, Whitney ISD provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

II. Policy

Full Pay Students- Pre-K- 12th Grade will pay for meals at the district's published standard rate each day. A student will be allowed to charge a maximum of \$20.00 to their account after the balance reaches zero. Once a student has charged \$20.00, he/she will not be allowed to charge, 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 Whitney ISD Funds at the standard rate.

Free Meal Benefit- Pre-K-12th Grade- Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid or paid for at the time of purchase. No charging will be allowed.

Reduced Meal Benefit- Pre-K- 12th grade- 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 \$20.00 to their account after the balance reaches zero. Once a student has charged \$20.00, he/she will not be allowed to charge, 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 Whitney ISD Funds at the reduced rate.

Parents/Guardians are responsible for meal payment to the food service program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year if current phone numbers, mailing addresses or email addresses are provided.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at ezschoolpay.com or by speaking with the cafeteria manager.

Students/Parents/Guardians may pay for meals in advance via ezschoolpay.com, cash or with a check payable to Whitney ISD Food Service Department. Further details are available on our webpage at www.whitneyisd.org 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 Whitney ISD Food Service Program.

Charging will be discouraged in May.

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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or **fax:** (833) 256-1665 or (202) 690-7442; or **email:** Program.Intake@usda.gov This institution is an equal opportunity provider. **The Richard B. Russell National School Lunch Act** requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals.

*Sign and Return

Signature

Date