

## **Procedure – Meal Charges**

### **Student Charge Policy**

Parents are responsible for knowing the amount of their child's food account balance. However, a child will not be denied a school meal because of parental negligence. "Alternative meals" will not be provided as substitutes as this identifies the child as having a delinquent account in front of their peers.

A negative account is the responsibility of the child's parent/guardian. The adult will be contacted regularly when the account balance is less than \$0.00. A child's meal account will be considered delinquent when the negative balance exceeds \$20.00 at Virginia Grainger, \$5.00 at Okanogan Middle School and \$0.00 at Okanogan High School. Collection efforts may result in denial of access to discretionary school programs and/or sale of the debt to a collection agency.

The School Administrator will be notified if a child repeatedly comes to school without a meal from home or money to purchase meals from the District. If the child's parent/guardian declines to complete a free/reduced eligibility application and the School Administrator is aware that the student is eligible for free or reduced price meals, the School Administrator may complete an application on behalf of the student. Written justification must be made on the application as to the reason the student should be receiving free/reduced-price meals. (7 CFR 245.6 (d))

No child with a negative account balance will be allowed to make a la carte purchases.

### **Donated Funds for Student Meal Charges**

The district will accept donations from non-profit and/or school organizations (Parent Teacher Organizations, Student Clubs, Community Charity groups, etc.) on accounts for use in assisting with unpaid student meal charges. The District may also accept from families with excess funds on their student account(s) as donations. The Business Manager will work with the School Administrator to allocate donated resources equitably.

### **Students Working**

Any student in Grades 6-12 may work in the kitchen and receive a meal at no cost should the need for student workers exist.

### **Staff/Adult Meals**

Staff/Adult meals may be purchased at a price that is reviewed annually. Staff/Adults must have sufficient funds in hand or on account. Charges for these meals may not exceed \$10.00. Any charges exceeding \$10.00 will result in a the refusal of a meal.

Staff that work in support of the program (i.e. Food Service and/or Custodians) may receive a courtesy meal at approval of the Director of Food Services.

### **Refund or Transfer of Funds on Student Meal Accounts**

Money left in a student's meal account is carried over from school year to school year, as long as the student remain enrolled in the District. However, a parent/guardian may request a refund or transfer funds to another student in their household, if:

1. Student has qualified for Free meals in accordance with National School Lunch Program regulations;  
or
2. Student has withdrawn from Okanogan School District.

The parent or guardian must provide written authorization in order to transfer or refund funds by completing the Meal Transfer/Refund form. Transfers and refunds will be processed by the District School Food Authority Staff. Monies refunded will be done so in accordance with District Policy 3520.

**Adopted: 2.26.2020**