



## NUTRITION SERVICES

3550 AR

Food Service

5/30/24

The purpose of this administrative regulation is to clearly communicate the Matanuska-Susitna Borough School District's meal charge policy.

For students who do not qualify for free or reduced-priced meals under the United States Department of Agriculture's (USDA) Income Eligibility Guidelines or for students whose family has not yet completed an income eligibility application, the following circumstances may apply.

If a student does not have money in their account or in-hand to cover the cost of the meal at the time of service, the District will:

- Provide one meal and/or one a la carte milk purchase per meal service to any student who requests it unless there are restrictions applied by the student's parent or guardian.
- Charge all meals to the student's account regardless of whether or not there are sufficient funds to cover the charge.
- Not require the student return the product or throw it away.
- Not require that a student do chores or other work to pay for meals unless all other students do similar chores or work regardless of whether money is owed for meals.

If a student's cafeteria account balance is less than \$0, the District will:

- Determine if the student has been identified as being eligible for free or reduced-price meals under the USDA's current Income Eligibility Guidelines.
- If the student has not been identified as being eligible for free or reduced-price meals, Nutrition Services shall make at least two attempts to contact the student's parent or guardian to have the parent or guardian fill out an application to determine if the student is eligible for free or reduced-priced meals under the USDA's Income Eligibility Guidelines.
- If a student is not eligible for free or reduced-price meals, the District will send a low balance notice to the student's parent or guardian on a regular basis.
- If the student is not eligible for free or reduced-priced meals or the parent or guardian does not fill out an application, Nutrition Services will contact the schools regarding students with high negative meal balances. The school shall make reasonable efforts to contact the parent or guardian and offer solutions as appropriate.

Students who are currently attending a school that participates in the Community Eligibility Provision (CEP) meal service option are not required to pay for meals, however, if they have a balance less than \$0, they are still subject to the above outlined regulations.

All attempts should be made to settle delinquent meal charges by the end of the school year. Any unpaid meal debt at the end of the school year will then be settled according to the School District's Debt Collection Procedures.