



HARRIS COUNTY SCHOOL DISTRICT

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Meal Charge Procedures: SY 2024-2025 (Revised 8-22-23)

Meal and A La Carte Charges

1. Student Meals (Breakfast and Lunch)- maximum of \$25.00 per school year per student
2. Adult Meals – (Breakfast and Lunch)- maximum of \$12.00 per school year per adult
3. A La Carte Items – No charges allowed for Students or Adults

Excessive Charges and Alternative Meal

It is the desire of the School Nutrition Program (SNP) that all students receive a healthy meal. Parents/guardians are responsible for providing the means for their children to be properly fed and ready to learn. In the event any student has reached the maximum charge limit of \$25.00, the student will be offered an alternative meal. **The alternative meal will include a Turkey and Cheese OR Ham and Cheese sandwich, fruit, and milk.**

School Cafeteria Manager's Responsibility

It is the goal of the SNP to communicate the charges with parents and school administration. Managers should print a list of students who have reached the maximum meal charge daily and identify the students to receive an alternative meal prior to getting a tray. Managers should offer/issue the alternative meal in such a way that will not cause embarrassment to a child. They should also avoid taking food from a student and discarding it in their presence. All students' meal benefit statuses should remain confidential at all times. Managers should make every effort to identify these students and contact the parents prior to students reaching the point of sale. Managers

Principals' Discretionary Measures

Principals have the discretion to reimburse school meal charges or create a school funded account that maintains a positive balance to cover the cost of student meals without funds to prevent the alternate meal.

Parental Notification

The School Nutrition Department has partnered with Student Information Systems to send home automatic notifications to parents/guardians regarding meal balances using Infinite Campus. Notification will be sent both via e-mail and phone calls to the contact listed in Infinite Campus. Notifications will be sent once per week and will include any student who has the following:

- **Balance less than \$0 regardless of usage (Negative Balance Reminder)**

Additional Measures: Schools can implement additional notification measures beyond the School Nutrition Program's procedures.

Balance Collection Procedures

- Charge letters should go home on Mondays with students.
- Infinite Campus Messenger Calls should be sent each Thursday and a personal call, only as needed, when student is about to receive an alternative meal.
- Communicate with the school's Cafeteria Manager and/or Director/Coordinator of School Nutrition regarding any questions or concerns.