Meal Charge Policy

Purpose

Highland School District's goal 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 ensure 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 the District. The provisions of this policy pertain to regular and reduced priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular or reduced priced meals be served a meal without payment, the Highland School District provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

Full Pay and Reduced Rate Students: will pay for meals at the district's published standard rate each day.

Free Meal Benefit – All Students: Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be prepaid.

Parents/Guardians are responsible for meal payment to the food service program. Meals may be paid for in advance via:

- District Web Page http://www.highland.wednet.edu, then click on the 'Online Payments' button, or
- **https://wa-highland.intouchreceipting.com**, or
- onsite with cash or a check payable to Highland School District. Please send or bring exact amount, offices will not be able to make change. Note: cash or check is not accepted on the lunch line to speed up the serving lines to ensure students have time to eat.

Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Notices of low balances will be sent to parents/guardians at regular intervals during the school year. Any remaining funds for a particular student will be carried over to the next school year. Graduating or withdrawing students will have any remaining meal account balance refunded to them.

Free-Reduced Meal Applications: Applications for Free & Reduced Meals will be sent home in the First Day Packets with students at MWC and TIS. HJH and HHS students may pick up an application from the front office. **Only one application is needed per family.** Applications will be available in all school offices to all students throughout the school year. Parents are encouraged to stop by their child's school office for help in completing the form and may submit a new form any time during the school year should their financial situation change.

District Contact: For information or questions regarding charging or Free & Reduced Meal applications please contact the Food Service Secretary in your student's building. If your concern remains unresolved you may next contact the Accounts Payable Officer or Director of Business and Operations at the District Office.

Cross References: 6700 –Nutrition, Health, and Physical Fitness

Adoption Date: **06.20.17**
Classification: **Discretionary**
Revised Dates: **11.19.18; 08.24;**