

SUSPENDED INDEFINITELY**MEAL CHARGE POLICY**

The Board of Education recognizes that, on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the District, all District schools shall follow guidelines with regard to meal charges.

- ◆ Only regular meals may be charged, that is, only what is on the menu;
- ◆ No snacks or “ala carte” items may be charged;
- ◆ A computer-generated point of sale system at each school will be used for identifying and recording all charged meals, and for collecting repayments.

This policy applies to all paying students whether they are paying full-price or reduced-price. Families may apply for free and reduced meals at any time during the school year as per District policy #3546. Students who receive full subsidy for meals will not be able to charge anything.

The District shall notify all parents/guardians on an annual basis of the requirements of this policy.

The District shall maintain a system for accounting for charged meals that follows state guidelines. Charged meals must be counted and claimed for reimbursement on the day the student charged (received) the meal, not the day the charge is paid back. When charges are paid, these monies are not to be considered “ala carte” transactions. A section on the daily cash report or deposit summary should be provided which identifies “charges paid.” For audit purposes, monies for charges paid should be identified as “Sale of Meals to Children” for ST-3 or Analysis of Cash Resources reporting purposes.

Ref: Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.

National School Lunch Act. 42 U.S.C., §1715 et seq.

Guidance document, State Education Department, Child Nutrition Program; “Establishing a Meal Charge Policy,” August 2005

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