

# Huffman ISD Child Nutrition Program Charge Policy

## Effective School Year 2025-2026

The Huffman ISD Child Nutrition Program is committed to providing nutritious and appealing meals to all students. The following charge policy outlines procedures for meal purchases to ensure the financial integrity of the program while allowing students access to meals.

## Meal Payment & Charge Guidelines

### 1. Pre-Payment & Account Management:

- a. Parents/guardians are encouraged to prepay for student meals using the online payment system or by sending cash/checks to the school cafeteria.
- b. Balances can be monitored through the district's meal payment system.
- c. Breakfast and lunch are both considered meals.

### 2. Charging Policy:

- a. Students who do not have sufficient funds in their meal accounts may charge up to **two** meals.
- b. Once the charge limit is reached, the student will receive an alternate meal until the balance is cleared.
  - i. An Alternate Meal is a meal that is made up of an entrée, fruit, vegetable, and milk.
  - ii. Alternate Meal Limitation: Once a student's meal account exceeds the district's charge limit, they may receive up to three (3) alternate meals. After the third alternate meal is provided, no further meals will be served until the account balance is resolved or a payment arrangement is made. This measure ensures students are not repeatedly charged beyond the allowable limit while still being offered a balanced meal during the grace period.
  - iii. Once a student has reached their charging limit and balances have not been resolved, the Child Nutrition Department will work closely with the campus administration team to ensure that all students' nutritional needs are met.
- c. A la carte items cannot be charged.

### 3. Parent/Guardian Notification:

- a. Low balance notifications will be sent to parents when a student's balance falls below **\$0.00**.

- b. Negative balance notices will be sent weekly to encourage prompt payment.

#### **4. Collection of Negative Balances:**

- a. Payments should be made as soon as possible to avoid disruptions in meal service.
- b. Unpaid meal charges at the end of the school year may be carried forward and require resolution before the next school year begins.
- c. If necessary, outstanding balances may be referred to the district's collection process.

### **Free & Reduced-Price Meal Applications**

- Families experiencing financial hardship are encouraged to apply for free or reduced-price meals at any time during the school year. Applications are available online or at the school office.
- Eligibility is determined based on federal guidelines, and confidentiality is strictly maintained.

### **Staff & Adult Meal Charges**

- Staff and adult visitors must prepay or pay at the point of service. Charging meals is not permitted.

### **Policy Compliance & Review**

- The Child Nutrition Program will review this policy annually and make adjustments as needed to comply with federal, state, and district regulations.

For questions regarding this policy, please contact the Huffman ISD Child Nutrition Office at **[Contact Information]**.