Boyertown Area School District Food Services Department
District Meal Charging Policy

Boyertown Area School District participates in the National School Breakfast and Lunch program administered by the United States Department of Agriculture ("USDA"). A household letter will be emailed/mailed to parents/guardians at the start of the new school year with information on applying for free or reduced meals. The information is also available on the BASD website. It is the parent/guardian's responsibility to apply for free or reduced-price benefits through schoolcafe.com.

The following procedure will be implemented in coordination with School Board Policy 808.

- No student who requests a meal will be denied the main lunch option unless the student's parent or guardian has provided written permission to withhold a school lunch.
- A student's tray is to never be taken away from them after being served due to the student's inability to pay for the meal or the amount owed. The meal will be charged to the student's account.
- Ala cart sales will not be allowed if a student carries a negative balance. A student will be informed that they can only purchase a meal. An ala cart item will be removed from a student's tray at the register if they carry a negative balance.
- Parents are strongly encouraged to enroll in Ezschoolpay.com to set up notification alerts and view their child's account. Emails can be set to notify a low or negative balance. It is recommended to be set at $5.00. If you prefer, you have the option to make online payments through this website with a fee of $1.75 per transaction. We will still accept checks and cash in an envelope marked with your child's name, homeroom, and ID number. You also have the option to make restrictions or limits on ala cart purchases. Requests must be made in writing or emailed to your child's building Food Service Manager.
- A student will not be used as a communication channel with the parent/guardian. All communications must be directed to the parents/guardians, NOT the students, regarding negative accounts.
- Communication, such as emails or letters, will be sent to the parent/guardian when a student's account reaches $ 5.00 or less.
- If a child's account falls into the negative, a balance notification email will be sent daily. If a parent/guardian does not have access to email, a written notification will be mailed weekly.
- The building Principal will be informed by the food service manager when a student's account reaches a negative balance of $25.00. When a negative balance of $25.00 or greater exists, the building principal will contact the parent /guardian and will follow up with a written letter/email.
- If there is a non-response to the principal, the Chief Financial Officer will be informed, and additional collection measures will be pursued.
- Employees cannot charge meals or ala cart items.
- All debts must be paid off at the end of the school year.
- Any negative balance left at the end of the school year will be considered an obligation and are to be paid.
- Food Service Staff will be trained annually on the guidelines of Policy 808 and the meal charging procedure.
- No student who owes money or does not have money for a school meal will be publicly identified, stigmatized, or required to do work or chores.

Insufficient Funds Fee: There is a $45.00 charge for Checks returned for insufficient funds.

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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) fax:
(833) 256-1665 or (202) 690-7442; or

(3) email:
program.intake@usda.gov

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