

26-27 Meal Charge Guidelines in accordance with Board Policy CO (LOCAL)

I. Purpose

The goal of the Kerrville Independent School District 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 insure 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 guideline is to establish uniform meal account procedures throughout our district in accordance with Board Policy CO (LOCAL). The provisions of this guideline pertain to reimbursable school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for reimbursable meals be served a meal without payment, Kerrville ISD provides this guideline as a courtesy to those students that may forget or lose their lunch money. We want meal time to be a positive experience for all students and will serve every child a well-balance meal when they enter the line and request one. Because hunger is an impediment to learning, no child will be denied a school meal unless directed to by the student's parent/guardian

II. Guideline

Full Pay Students – Students will pay for reimbursable meals at the district's published rate. A student will not be allowed to charge a la carte items or second meals to their account after the balance reaches zero.

Reduced Price Students – Students will pay for reimbursable meals at the district’s published rate. A student will not be allowed to charge a la carte items or second meals to their account after the balance reaches zero.

Free Students – Students will not be allowed to charge a la carte items or second meals to their account if the account balance is zero.

Adult Meals – Adults (including faculty and staff) are not allowed to charge meals or a la carte items at any time. Adults must have money at the time of purchase or will not receive the meal.

Once a student’s account becomes negative, the student will continue to receive a meal that follows the dietary guidelines set forth by the USDA for reimbursable meals and the account will be charged for the meal. No child will be denied a meal, as doing so would overtly identify the student in front of their peers, unless directed to by the student’s parent/guardian to not serve the meal.

Monies received from students with negative account balances must be first used to satisfy the negative balance before they are able to purchase a la carte items. No change will be given back to students with negative account balances and any extra monies will be deposited into the students account. Payment of all reimbursable meals consumed by students before a Free and Reduced-Price application has been processed and approved are the responsibility of the parent/guardian.

Parents/Guardians are responsible for knowing the amount of their student’s food account balance. Parents/Guardians may view their student’s food service account balance at any time by accessing their Skyward parent portal. Parents/Guardians of students who have a negative account balance will receive an automated phone call from the district communicating the negative balance amount until the balance is paid in full. If a student is without money to purchase meals on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced-price lunches for their student. Parents may make payments to their student’s account online through the parent portal, by calling the Child Nutrition Office at 830-257-2215, or by cash or check. Any remaining positive balance in a student’s account will transfer to the next school year.

For refunds for withdrawn and graduating students, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable. Students graduating at the end of the school year will be given the option to transfer the remaining balance to a sibling’s account with a written request or a phone call to the Child Nutrition Office.

All negative balances must be resolved at the end of each school year and cannot be transferred to the following school year.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. 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/ad-3027.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

This institution is an equal opportunity provider.