

## **CHARGED MEAL POLICY**

**FILE:EEC**

The child nutrition program is a federally subsidized program. Federal programs do not recognize charged meals to students or adults, as an allowable expense. Therefore, any and all uncollected charges become the responsibility of the school where the charges occur.

Principals may wish to set up a cash fund from sources other than the child nutrition program for student charges.

1. A student may charge up to three meals. The meals may be breakfast or lunch. When this limit is reached by a student, the principal or his or her designee will contact the student's parent. The school will use non-public funds to cover the cost of the meals until the situation can be rectified. Students will be reminded in line, by the cashier, that their money is getting low and will be given notice in writing once they make a charge. The policy will protect the school from a staggering debt being built-up without collection being made.
2. Records of all charges and repayments shall be maintained. It is the principal's responsibility to see that all charges are collected within a reasonable period of time. Charges must be collected by the student's last school day or made up from funds other than the child nutrition program. Documentation of efforts to collect this money should be kept.
3. Parents that need assistance with repayment of their child's debt, will need to meet with the school principal to discuss a payment plan.
4. Students will not be allowed to charge a meal the last ten days of school.
5. When it is necessary for a student to charge a meal, he/she will receive a reimbursable meal with the same meal choices as other students.
6. Students will not be allowed to charge extra food items or a la carte items.
7. Adults may not charge meals.
8. Charges by students who later become free or reduced must be collected. Approval for free or reduced meals is not retroactive.

## **FREE AND REDUCED INFORMATION**

Each student in the Fort Payne City Schools begins the school year with a "temporary" lunch status. This status is the same as their status at the end of the previous school year, provided they were in our system at the end of the previous school year and have not withdrawn before the new school year begins. This "temporary" status is extended for (30) school days, at this time, if a new application has not been approved, these students will revert to being a paid student.

If families need assistance with applying for free or reduced price school meals, please contact the child nutrition manager at your child's school.

Fort Payne City

\*Revised 4/28/03

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