

(DECATUR COUNTY BOARD OF EDUCATION) Meal Charge Administrative Procedure

Effective Date: (07/01/2017)

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via (A copy of the charge policy will be included in student handbooks or packets that are given to each student at the start of each school year and it will also be on the Decatur County Schools website). Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure (in their packet when they register for school).

Local Charge Administrative Procedure

General

Students who are unable to pay for their meals at the time of the meal service are allowed to charge (check all that apply):

- X Breakfast
- X Lunch

Students charging breakfast and/or lunch will receive reimbursable meals.

Charge limits

The number of charges allowed for (Pre-K-12th grade) is (2 weeks) OR (\$ 40.00). Once the student reaches the allowable (2 weeks) **OR** (\$ 40.00) they are turned over to the principal at each school to contact their parents so they can bring them lunch or send them money. Board Policy # 3.500 states that employees of the schools are not allowed to charge meals.

Household Notification

Low & Negative balance notification: (The SFA will notify households of low balances weekly by sending notifications home with the students and once they are getting close to the charge limit we mail letters home from the School Nutrition Supervisor at the Board of Education. When they reach their charge limit they are turned over to the principal at each school and he calls the parent to bring them lunch or send in the balance.)

Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting (*Forms can be picked up at each individual school or at the Board of Education 59 W. Main St. Decaturville, Tenn. Or by contacting the Food Service Supervisor at 731-852-2391*).

This institution is an equal opportunity provider.