



## CHILD NUTRITION SERVICES

Brandon Valley School District 49-2

2001 South Sioux Boulevard, Brandon, SD 57005-1705  
(605) 582-3926

### MEAL CHARGE POLICY

August 2022

#### I. FEDERAL REQUIREMENT

- A. Information provided here is to clearly communicate the meal charge practices in the Brandon Valley School District Child Nutrition Department.

#### II. PURPOSE OF POLICY

- A. The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Child Nutrition Department. The goals of this policy are:
  - i. To treat all students with dignity in the serving line regarding meal accounts.
  - ii. To support positive situations with District staff, business policies, students, and parents/guardians to the maximum extent possible.
  - iii. To establish policies that are appropriate across all grade levels.
  - iv. To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.
  - v. To establish a consistent District policy regarding foodservice charges and collection of foodservice charges.

#### III. SCOPE OF RESPONSIBILITY

- A. Child Nutrition Department: Responsible for maintaining charge records and notifying the student's parent/guardian of negative balances.
- B. Parent/Guardian: Responsible for immediate payment.

#### IV. MEAL CHARGE STANDARD PRACTICE

- A. Families are encouraged to apply for free and reduced-price meal benefits. Any family that reaches a balance of **-\$10.00** or more will receive a written notification letter to encourage them to apply for free or reduced-price meal benefits.
- B. Families are encouraged to pre-pay for meals. Deposits are accepted daily for payments at every school or online via a family's Family Access/Skyward Account.
- C. Families will be notified of the school Unpaid Meal Charge Policy in writing before the school year begins. The policy will also be posted on the Child Nutrition Website.
- D. Students will be verbally notified of negative balances daily until negative balance is paid.
- E. CNS staff will ensure low balance notifications are turned on when a balance hits \$0.00 or less. These notifications can be turned off under the Foodservice tab in the Family Access/Skyward Account.
- F. A letter will be sent to parents/guardians of students when a balance reaches **-\$10.00**.
- G. If an account falls below **-\$25.00**, a second letter will be sent to families giving a final notice requesting payment. If payment is not received within 7 days, students will be offered an alternative meal that meets USDA meal pattern requirements (cheese sandwich, fruit, vegetables, and milk) at no additional charge to the family.
- H. Emails may be sent to parents/guardians of students with negative balances.
- I. Phone calls may be made to parents/guardians of students with negative balances.
- J. Ala carte purchases will not be allowed if funds are not available in a student's account. Purchasing restrictions can be put on student accounts under the Foodservice tab in Family Access/Skyward.
- K. Any funds provided at point of sale will be used towards the unpaid meal balance. If a student provides money for ala carte purchases, the funds must cover unpaid meal debt before ala carte purchases are allowed. Cashiers will notify students of this prior to taking money.
- L. Unpaid meal charges will be carried over at the end of the school year as a delinquent debt and collection efforts may continue into the new school year.