

Nutrition Team Unpaid Meals Administrative Guideline
Negative Meal Account Balances

1. Families will be permitted to charge no more than \$30.00 on the family meal account. Purchases shall be limited to one (1) Type A/Reimbursable meal per student per day. No, a la carte charges will be permitted.
2. No charges will be permitted for adults or students not currently enrolled in the School District of Milton.
3. The Nutrition Team cashiers will verbally alert students in grades 7-12 at the register any time an account balance is below \$10.00. Daily automated calls will be made to all family meal accounts under \$10.00. Parent(s)/Guardian(s) of elementary students will receive a written reminder that will be sent home with the student when the balance goes negative.
4. Parents/Guardians will be notified when a family meal account balance reaches negative \$15.00 (See Exhibit A).
5. When a family meal account balance reaches negative \$15.00, the Nutrition Team Director or designee will contact the parent(s)/guardian(s) directly. A list of all family accounts reaching negative \$15.00 will be provided to the corresponding building principal.
6. Certified mail may be sent to parent(s)/guardian(s) of families with meal account balance of negative \$20.00 or more (See Exhibit B). This letter will be sent as a follow-up to the phone call or as deemed appropriate by the Nutrition Team Director and/or designee.
7. When a family meal account balance reaches negative \$30.00, the Nutrition Team Director or designee will call the parent(s)/guardian(s) directly and give notice of suspension of meals provided by the District.
8. If after a family meal account is suspended, a student continues to come to school without a lunch from home, the school principal and/or social worker will assist in contacting the family and finding a resolution.
9. Negative account balances must be paid in full prior to the end of the current school year. Negative account balances may not be carried over from one school year to the next. All remaining positive balances, however, will be carried forward to the new school year.

10. 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 (including gender identity and sexual orientation), 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, audiotope, 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.