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|  | Title: Meal Charge Guidelines Poudre School District | Guideline No.: CN-300 |
| | | Effective Date: 06/01/2018 |
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Introduction

These guidelines are referencing USDA Local Meal Charge Policies and SP 46-2016: Unpaid Meal Charges: Local Meal Charge Policies and Poudre School District EF- Food Services. All students, even those with unpaid meal charges, will be provided a regular reimbursable meal (breakfast, lunch or Early Childhood snack) when requested. However, parents/guardians are responsible for all costs associated with the meal.

Meal Charge Guidelines

Students can charge one reimbursable meal (breakfast, lunch or Early Childhood snack) per meal service. Students with a negative balance are prohibited from charging á la carte or extra items. Á la carte and extra items may be purchased with cash even if a student has a negative account balance.

Teachers, staff or guests are prohibited from charging any meals, á la carte or extra items.

USDA Guidelines

Per USDA guidelines, parents/guardians are responsible for meals charged prior to submitting a Free and Reduced Meal Application. Applications can be submitted online at <https://www.myschoolapps.com/Application>.

Free and reduced meals only start after a student has received confirmation from Poudre School District that the student has been approved for the program. Please note that an application may take up to 10 business days to process and a new application must be submitted each school year.

Payments

Parents/guardians and students may pay for meals in the following ways:

- Students may bring money to school and pay during meal times. Checks should be made out to the student’s school and note the student’s name and/or ID number.
- Additional money may be put on the student’s account, which will be debited when the student purchases meals or á la carte items.
- Credit card payments may also be made online at <https://psdschools.schoolpay.com>. There is no charge to register, but there is a \$1.00 transaction fee charged to partially offset the credit card processing fee.

Negative Balance Communications

PSD will notify families of negative balances regularly through email, phone calls or mailings. Notifications will include information on how to pay those charges and/or apply for Free and Reduced Meal Benefits.

PSD will seek collection of outstanding school lunch accounts. Accounts that have outstanding balances on June 1st will receive notification from the Finance Department and be provided an opportunity to replenish the account. Accounts not replenished after two notifications will be turned over to a third-party collection agency.

Guideline Maintenance

The director of child nutrition, or designee, shall maintain these guidelines.