



Title:  
**Meal Charge Guidelines**  
**Poudre School District**

Guideline No.:	<b>CN-300</b>
Effective Date:	<b>06/01/2022</b>
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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 one reimbursable breakfast and/or lunch when requested during regular serving times. Per USDA guidelines, parents/guardians are responsible for all costs associated with the meal. PSD will pursue collection of any unpaid balances.

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**Meal Charge Guidelines**

- Students can charge one reimbursable meal per breakfast or lunch service. Students must pick-up their own meals daily unless previously arranged through Child Nutrition.
- Students with a negative meal account balance are prohibited from charging ala carte and second entrees. Ala carte and second entrees may be purchased with cash even if a student has a negative account balance. All schools will offer ala carte items for sale.
- Teachers, staff, or guests are prohibited from charging any meals or ala carte items.
- Parents may choose to disallow purchases and charges in writing. Please contact the Child Nutrition office for the Student Non-Participation Request Form.

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**USDA Guidelines**

Per USDA guidelines, parents/guardians are responsible for meals charged prior to submitting a Free and Reduced Meal Application and getting approved. 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.

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**Payments**

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

- Students may bring money to school and pay during mealtimes. Checks should be made out to the student's school and note the student's name and/or ID number. Cash payments will be accepted but all change will be added to the student's meal account.
- 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.

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**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 1<sup>st</sup> 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.

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**Guideline Maintenance**

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

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