

## **Frisco Independent School District Unpaid Meal Charge Policy**

### **I. PURPOSE/POLICY:**

The purpose of this policy is to establish consistent meal account procedures throughout the Frisco Independent School District. Pursuant to State and Federal Regulations all Child Nutrition Programs on the NSLP are required to “break even” at the close of each school year. The goals of this policy will ensure the completion of this goal on an annual basis. To that end, this policy is:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students and parent/guardian.
- To establish fair practices that can be used throughout the school district.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

### **II. SCOPE OF RESPONSIBILITY:**

#### **The Food Service Department:**

- Responsible for maintaining charge records
- Notifying the school district and the school of outstanding balances.
- Notifying students/parents/guardians of outstanding balances by Phone, Email, and mail.

#### **The School District:**

Assist Child Nutrition with collection of outstanding balances by sending home balance sheets generated by the Food Service Department.

#### **The Parent/Guardian:**

Parents/Guardians are encouraged to sign up at **My Payments Plus** where they can monitor and manage their student’s meal account. Benefits include:

- Low-balance email alerts
- Monitor account balance and meal transactions
- Set up automatic payments
- Pay online with a convenience fee of only 3.99% (\$.80 for a \$20 payment)

Cash or check payments are accepted at the school cafeteria. Free and reduced meal applications are available at every campus and on-line at **School Lunch App**.

### **III. POLICY and PROCEDURE:**

**Elementary:** Students with no money in their account will be allowed a grace-period to “charge” up to \$9.00 for full pay students and \$1.50 for reduced pay students. This will allow time for parents to be notified and funds to be deposited in the student’s account. Students may **not** charge any a la carte items. After charging \$5.00, parents will be notified by the supervisor along with an automated call. After charging \$7.50, the school principal and counselor will be notified of students reaching this limit. After the student reaches the maximum charge limit, the student will receive and be charged for courtesy meals.

**Middle School:** Students with no money in their account will be allowed a grace-period to “charge” up to \$13.00 for full pay students and \$1.50 for reduced pay students. This will allow time for parents to be notified and funds to be deposited in the student’s account. Students may **not** charge any a la carte items. After charging \$5.00, parents will be notified by the supervisor along with an automated call. After charging \$9.00, the school principal and counselor will be notified of students reaching this limit. After the student reaches the maximum charge limit, the student will receive and be charged for courtesy meals.

**High School:** Students with no money in their account will be allowed a grace-period to “charge” up to \$15.00 for full pay students and \$1.50 for reduced pay students. This will allow time for parents to be notified and/or funds to be deposited in the student’s account. Students may **not** charge any a la carte items. After charging \$7.00, parents will be notified by the supervisor along with an automated call. After charging \$10.00, the school principal and counselor will be notified of students reaching this limit. After the student reaches the maximum charge limit, the student will need to pay for the meal.

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