

**A. Scope and Purpose**

1. The goal of the Town of Webb UFSD is to provide student access to nutritious no- or low-cost meals each school day. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.
2. The provisions of this policy pertain to school breakfast and lunch meals.
3. The District will provide students, parents and guardians annual notice of this policy and post the policy on its webpage.

**B. Free, Reduced, and Full Cost Meals:**

1. If financial hardship exists, parents and families are encouraged to complete and apply for free or reduced price meals for their child. An application for free or reduced meals will be provided to every student in every school enrollment packet. An application for free or reduced meals may be filled out at any time during the school year. An application can be obtained by contacting the Cook Manager, Business Office or downloading a copy from the District's website.
2. Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch each day.
3. Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast for \$.25 and lunch for \$.25 each day.
4. Full Pay Students – Students will pay for meals at the school's published paid meal rate each day.

**C. Meal Payments**

1. Pre-Payment: Families that pre-pay for meals can help ensure children have consistent access to healthy meals without accruing unpaid meal charges. Students, Parents, Guardians may pay for meals in advance via cash or with a check payable to Town of Webb UFSD. Funds should be maintained in accounts or brought daily to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.
2. Refunds: Any graduating, non-returning student with a meal fund balance will be refunded the unused balance. Graduating or withdrawing students should submit a written or emailed request for a refund of any money remaining in their account. Students who are graduating at the end of the year will be given the option to transfer to a siblings account with a written request.
3. Balances Owed: Collection of owed balances will follow the policies and procedures set forth herein.

**D. Meal Charges**

1. A student whose parent or guardian has unpaid school meal fees will be provided with the student's meal of choice for that school day of the available reimbursable meal choices for such school day, if the student requests one. Provided that nothing in this policy is intended to allow for the unlimited accrual of debt.

2. Charges outside of the reimbursable meals, including a la carte items, adult meals, etc. are expressly prohibited.
  3. Parents/Guardians are responsible for meal payment to the food service program.
    - a. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child.
    - b. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. This may include the Superintendent making a referral to the Department of Social Services in an effort to help obtain assistance for the family if needed.
  4. The SFA may in accordance with 7 CFR §245.6(d) complete and file an application for a free or reduced meals for a student if the SFA becomes aware that a student who has not submitted a meal application is eligible for free or reduced price meals.
  5. The school liaisons for homeless, foster, and migrant students will coordinate with the nutrition department to ensure such students are receiving free meals in accordance with federal laws
- E. Collections and Notification of Charges and Low Meal Balances
1. Unpaid meal charges are considered “delinquent debt”.
  2. The District will make every effort that its collections practices of unpaid meal charges do not have a negative impact on the children involved and instead focus primarily on adults in the household responsible for providing funds for meal purchases. The children involved will not be overtly identified, such as with stamps, tickets, or special tokens.
  3. Discreet notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.
  4. An attempt to notify the Parent/Guardian by phone will be made after the student charges their fourth (4<sup>th</sup>) meal. Notice may also be mailed home if no response is received.
  5. If all attempts to notify the Parent/Guardian of the deficient meal fund balance are unsuccessful the building principal will be notified.
  6. The Superintendent or his/her designee may work out a repayment plan with the Parent/Guardian. In no event will interest or additional charges be incurred as a result of the delinquent debt.
  7. Outstanding student charges resulting from nonpayment for school meals is not an allowable cost to the school food service account and cannot be absorbed by the School Nutrition Program at the end of the school year or carried forward to the next school year. If there is any unpaid meals at the end of the school year the District will subsidize the school food service account for all unpaid meals by June 30th. The District subsidy must be from the general or other non-federal source. Documentation must be maintained to substantiate a transfer using other than federal funds of the equivalent of all unpaid meal debt to the school food service account each year. The District subsidy will not absolve the parent’s delinquent meal charges; a student’s negative meal account balance will be carried over from one year to the next and that collection efforts as outlined in this policy can continue from one year to the next.

8. All staff members who may be involved in providing meals to students or responsible for the collection of unpaid meal charges will be provided a copy of this policy and trained by their direct supervisor on the implementation of this policy.

APPROVED: September 1, 2009  
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