

Denton ISD Unpaid Meal Policy

Board CO Legal Agriculture Code 12.0028

Insufficient Meal Card Balance

A district that allows students to use a prepaid meal card or account to purchase meals served at the school shall adopt a grace period policy regarding the use of the cards or accounts. The policy:

1. Must allow a student whose meal card or account balance is exhausted or insufficient to continue, for a period determined by the district, to purchase meals by:
 - a. Accumulating a negative balance on the student's card or account or
 - b. Otherwise receiving an extension of credit from the district
2. Must require the district to notify the parent of or person standing in parental relation to the student that the student's meal card or account balance is exhausted
3. May not permit the district to charge a fee or interest in connection with meals purchased under item 1 above and
4. May permit the district to set a schedule for repayment on the account balance as part of the notice to the parent or person standing in parental relation to the student.

Board CO Local Food Service Management

The Superintendent shall develop regulations regarding the use of a prepaid meal card or account to purchase meals served at school. The regulations shall address:

1. The length of the grace period during which a student may continue to purchase meals with a meal card or account that is exhausted or insufficient and
2. Parent notification in the event of an exhausted card or account, including a schedule for repayment. No fees or interest shall be charged in connection with meals purchased with an exhausted card or account.

Texas Department of Agriculture

WHAT IS A CHARGE POLICY?

Charge policies outline how schools handle providing meals to students when payment cannot be collected at the point of service. It is important that charge policies are reasonable, well defined and maintain the integrity and dignity of students and households to minimize harm to the student.

LOCAL CHOICE

Charge policies are created at the local level which allows the flexibility necessary to meet the individual needs of each school. **FINANCIAL IMPACT** At the end of each fiscal year, the school must transfer an amount of non-federal funds to the child nutrition account that is equivalent to the debt accumulated by families that have unsettled charges for meals received

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Denton ISD Charge Policy

Each student can charge 5 breakfasts and 5 lunch meals to their account. A La Carte items are not available for charging.

Total charge amount by section

	Full Pay	Reduced Meal
Elementary	\$19.25	\$3.50
Secondary	\$21.75	\$3.50

PROCEDURE:

Daily the manager will review the account balance report for all students. Households with account balance below the cost of a reimbursable lunch will be notified by a robo call or an email from the manager.

When a student receives a second charged meal, the Manager will communicate with the Field Supervisor to discuss potential issues that the student/parent may have in providing lunch or making payment.

Upon the 3rd charged meal, the Manager will contact the parent, Field Supervisor and the Principal.

The 4th charged meal will involve the Field Supervisor, Operations Coordinator and Principal on what course of action is needed moving forward.

The 5th charged meal will require the Manager contacting the Child Nutrition Director for further direction.

Area Superintendents will be informed of campus locations that exceed charging expectations or have household developments involving more than one campus.

Students that are below the charge amount will require the Child Nutrition Director to make a recommendation to Principal for further action including contacting Child Protective Services.

It is our intention to never turn away a hungry student. Taking food away is limited to A La Carte options and directing students to options that complete the requirements for a lunch or breakfast.

Monthly site audits will be conducted by Child Nutrition. Account detail reports submitted to the Assistant Superintendent of Administrative Services. Annually in June any negative balance must be paid by Denton ISD to the Child Nutrition fund.