



## Kingdom East School District

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## Meal Charge Procedure for Kingdom East School District

- I. Purpose** - The purpose of this document is to establish consistent procedures for the Kingdom East School District to provide meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

### General Statement of Procedure -

- A. The Kingdom East school District recognizes proper nutrition is essential for adequate learning to occur and to establish lifelong, healthy eating habits. The District is working to maintain the financial integrity of the school food service program.
- B. It is the procedure of Kingdom East school District to offer high quality, healthy breakfasts and lunches that meet the federal guidelines to all students at a reasonable cost to ensure no child goes hungry.
- C. Payments to student accounts are made by sending check or cash to the school, or using an online charging system should it become available.
- D. Families may apply for free and reduced-price meals at any time during the school year. Meal applications are distributed to households and sent home in the registration packets and on the first day of school. Parents are encouraged to complete and return the applications as soon as possible. In addition, applications are available at the school office during regular business hours. If household size changes or income changes, families may re-apply for meal benefits any time during the school year.
  - 1) Households who apply for free and reduced-price meal benefits are responsible for payment of all school meals and accumulated charges until approval is granted. Federal guidelines allow a maximum of 10 days to approve a new application. No child is allowed a free or reduced price meal without an approved application or direct certification information on file. Parents will receive a notification letter of the student's eligibility showing the effective date. If a notification letter is not received within 10 days, the parent should check with the approving official at the school to see if the application has been received.
  - 2) Households who are receiving 3SquaresVT or Reach-Up benefits will receive a notification of eligibility letter based on Direct Certification from the school if the school has received information about your child(ren). If your household receives these benefits and you have not received this letter from the school this means the school has not received information regarding eligibility of your child(ren); the household must contact the school immediately to provide current information.

- 3) Free and reduced-price eligible students may receive a breakfast and a lunch each day at no charge.
- 4) A la carte items, such as a separate carton of milk or a second entrée, are not allowed to be charged as part of the Free and Reduced lunch program.

**Meal Charge Procedure -**

- A. If the student account has insufficient funds to pay for breakfast and/or lunch meals:
  - Students will not be allowed to charge meals.
  - Students will always be provided a meal.
  - An alternate meal of PB & J and milk which meets the meal pattern requirements will be offered to the students with a negative account balance.
  - All balances must be paid prior to the end of the school year. Any remaining balances will be carried over to the next school year.
- B. Free and reduced-price eligible students will always be provided a meal regardless of unpaid student accounts.
- C. A student eligible for paid meals who has ‘cash in hand’ at the time of meal service will be provided a meal regardless of unpaid student accounts. The ‘cash in hand’ will not be applied to past due accounts.

**Account Status Notifications -**

- A. Households are strongly encouraged to keep sufficient funds in the student accounts to cover weekly meal purchases. The Kingdom East School District or the Kingdom East Contracted food Service will notify each household of account balances by a letter sent home.
- B. The family will be notified when the student account balance has reached \$5.00 by noticed sent home.

Reviewed by:           Tisha Hankinson                     Jennifer Botzojorns            
          Michael Moore          

Approved by: \_\_\_\_\_  
Superintendent Signature                      Printed Name                      Date

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SFA Representative Signature                      Printed Name                      Date