

# MEAL CHARGING PROCEDURE

USD383 recognizes that a child's nutrition is very important to the successful learning experience. Students are encouraged to participate in school breakfast and lunch programs to receive healthy and nutritious meals that meet USDA standards. To ensure that students have access to meals, the following procedure has been established to address low balances, meal charges, and alternate meals.

Parents are expected to have money available in their student's meal accounts, or pay cash for all meal purchases. It is the responsibility of the parent/guardian to keep adequate funds in their student's accounts.

## Meal Prepayments

Parents are encouraged to pre-pay for school meals. USD383 uses Titan to accept online meal payments. Parents have the ability to set up a [secure online account](#). This allows for parents to make deposits by credit card, view balances, view transaction activity and print off free/reduced status letters. Parents can choose to receive balance notifications or set auto-payments. Meal prepayments can also be made by cash or check directly at your child's school building. If a student brings money for the cost of a meal on a given day, the student will be allowed to eat that day with no regards to the negative balance.

## Free and Reduced Meal Applications

Free and Reduced Meal Applications are available on the district's website at and in school offices. Families are encouraged to [apply online](#). Applications are accepted anytime during the school year. For assistance with completing an application, please contact the Nutrition Services office at 785-587-2783.

## Communication to Parents / Collection of Debt

Parents/guardians are expected to keep their student's account balances current and are responsible for all debt incurred from meal charges. All meal accounts are expected to be paid in full at the end of each school year. Negative account balances at the end of the school year will be carried over to the next school year, and collection attempts will continue.

## Unpaid Meal Charges

The districts meal charging requirements are as follows.

- **Free lunch status** students will not be allowed to have a negative account balance. Free lunch status allows a child to receive one free breakfast and one free lunch each day there is a full day of school. A La Carte items are not part of the USDA program, this includes milk purchased separately from a reimbursable meal. If a student would like to purchase A la Carte items they must have funds on their accounts to do so.
- **Reduced lunch status** will be allowed to have a negative account balance up to a maximum dollar equivalent of five (5) days of reduced priced meal which will be known as the "charge limit". Reduced lunch status allows a child to receive reduced priced breakfast at \$0.30 and reduced price lunch at \$0.40. A la Carte items are not part of the USDA program. If a student would like to purchase A la Carte items they must have funds on their account to do so. Once the charge limit is reached the student will not be provided a meal from the food service department until the account is brought back to a positive status. At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding district's charge limit.
- **Full priced students** will be allowed to charge up to a maximum dollar equivalent of five (5) days of meals which will be known as the charge limit. If a student would like to purchase A la Carte items they must have funds on their account to do so. Once the charge limit is reached the student will not be provided a meal from the food service department until the account is brought back to a positive amount. At least one written warning shall be provided to a student and his/her parent or guardian prior to denying meals for exceeding the districts charge limit.
- **Adult Meals** Adults are not allowed to charge any meals. There is no exception to this policy.