

3012

School Meal Program and Meal Charges

Meal Program. Teachwell will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, Teachwell may contract with a private company or corporation for the management and/or provision of the program.

Teachwell will notify the families with children attending school of the current guidelines for free or reduced-price school meals. Families may apply for free or reduced-price school meals any time during the school year by submitting an application to the school district. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the director.

Meal Charge Policy. Teachwell will notify students and their families of the policy for *Charged Meals*, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, Teachwell website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

School Meal Payments and Food Balance accounts. Food service accounts will be set up by the SFA and made available to parents/guardians through a portal account via Infinite Campus. Parents/guardians are expected to manage school meal accounts and deposit funds to assure a positive account balance. Meal accounts can be purchased with cash or check brought to the school, or with a credit card using the payment tab in the student's portal account.

Free and Reduced meal applications will be made available at the school or can be printed off directly from the website. Students who qualify for Free

or Reduced will have their accounts adjusted appropriately and will receive the benefit the day the application is approved. Any meal charges made before that date will need to be paid in full at regular meal cost.

Students who are enrolled during the school year will need to start a new meal service account, as funds from the student's home district do not transfer. Parents/guardians will also need to notify the school if their student has already been approved for Free or Reduced at their home district, and provide a copy of the approval.

Notification of Low Funds and Negative Balances. Parents/guardians will receive a copy of the meal charging regulations at the beginning of the school year or upon registration if enrolled during the school year. Low funds are defined as any balance with less than \$10.00 for paid accounts and \$5.00 for reduced accounts.

Parents/guardians will be notified daily with low fund account balances through email. Letters may also be sent home with the student as another form of reminder. Negative account balances will also continue to receive a daily email as notification along with a written letter sent home with the student. Students whose accounts fall below \$20.00 will no longer be able to charge meals at the school until payment is brought for that day's meal or the account is brought back to a positive balance. No alternative meal options will be available for the student from the school.

Carry Over Balances and Debt Collection. A student who ends the year with a positive balance will start the next school year with the same balance unless a refund is requested by the parent/guardian. A student who ends the year with a negative balance may have their report card held until payment has been received. Students returning will maintain their negative balance at the beginning of the next school year with the same \$20.00 procedure in place for negative accounts. c.) A student who has left the district will have their balance carried over for 365 days and up to that point a refund may be requested by a parent/guardian.

Adopted on: 8/15/2023

Revised on:

Reviewed on: