

SCHOOL DISTRICT OF TIGERTON UNPAID MEAL CHARGE POLICY

This policy is to establish procedures for students and staff with insufficient funds for school meals. According to the USDA, students who are eligible for free meals must be provided a meal even if the student owes money. Other students must also be provided a meal if they have the money in hand to pay for the current day's meal, regardless of food service account status. USDA regulations do allow other students to be denied a meal if their account is negative and they do not have the money in hand for the current day's meal. Tigerton School District follows a prepay policy and asks that all monies be paid in advance of meal service.

PRICING

- Full Pay Students - Students will pay for meals at the District's standard meal rates.
- Reduced Meal Benefits - Reduced status students will be allowed to purchase a breakfast and lunch for \$0.40 each day.
- Free Meal Benefits - Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases will be charged at regular prices.

PAYMENT OPTIONS:

1. Families may add money to their food service account balance by sending cash or check to the elementary or high school office which will be deposited into their family account.
2. Online Payment Option - The District offers parents the option of making online payments to their family account using a debit or credit card. Our online payment module can be accessed at <https://tigerton.revtrak.net/> by logging in with given Skyward Family Access login credentials.

UNPAID MEAL PROCEDURES - STUDENTS

1. Unless parents or guardians have opted out, they will receive daily emails in regards to their child's/families account balance. Parents and guardians are responsible for paying in advance for their child's/families account.
2. No charges are allowed for a la carte items, extras or additional milk on any negative account or accounts with a zero balance.
3. Students with free meal status will not be denied a lunch when they have a negative balance, but will not be allowed a la carte items, second servings, second lunches or additional milk.
4. Students with full pay or reduced meal benefit accounts who reach -\$15.00 or more will be contacted by the district office by phone. A letter will also be sent to the home stating that if the negative balance is not paid by a certain date, their child(ren) will receive an alternate lunch consisting of a peanut butter and jelly sandwich, fruit and milk. The charge for an alternate lunch will be \$1.50 per day. In order to avoid undue stress on the students, if they are receiving an alternate lunch, it will be communicated to them ahead of time and the bag lunch will be ready for pick up in the office.
5. Alternate lunches will be provided for up to 15 school days. At that time, if negative balances have not been paid, or the parent/guardian has not made some type of arrangement with the district office, lunches will no longer be provided. Parents will be informed of this by a phone call and letter to the home.
6. All school district employees are considered mandatory child welfare reporters. Parents or guardians must ensure their child has access to adequate food and nutrition or the funds to do

so. If a district employee suspects that a parent or guardian's actions or inactions cause a failure, refusal, or inability to provide adequate food and nutrition, the employee may conclude that he/she is required to file a report with child protective services.

UNPAID MEAL PROCEDURES - STAFF

1. Staff will receive emails on a biweekly basis when their account falls below \$5.00.
2. Any negative balance must be paid immediately.

COMMUNICATION TO FAMILIES

1. This policy shall be provided in writing (i.e. mail, email, back-to-school registration packet, student handbook, etc) to:
 - a. All households at or before the start of each school year.
 - b. Students and families who transfer into the school district, at the time of enrollment.
 - c. All school district personnel who are responsible for enforcing this policy.
2. The school district may post the policy on the school district website, in addition to providing the required written notification described above.

FREE AND REDUCED SCHOOL MEAL APPLICATIONS

Applications for Free and Reduced Price Meals can be submitted to the District at any time during the school year. Paper copies are available in all school offices and are also available to print from the District's website.

You must submit an application each year to be considered for free or reduced price meals. Even if your child received free or reduced price meals the previous school year, you must submit a new application for the current year. Any balance owed prior to being determined eligible will remain the responsibility of the parent/guardian.

The Tigerton School District acknowledges that students, specifically K-8, have no control over their personal lunch accounts. In the event a student with a negative balance does receive an NSLP (National School Lunch Program) lunch it will not be thrown away for their inability to pay or money being owed. No student will be publicly identified in regards to their meal debt. Those students will not be required to "work" for their lunch or pay off a debt. All communications in K-8 will be directed specifically to the parent or guardian, not the student.

The Tigerton School District also acknowledges that the taxpayers need to be protected and will make a reasonable effort to collect all delinquent food service debts. Any unpaid debts will carry over to the following school year until the time of graduation.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulation and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.