

Secondary Meal Charge Procedures for Widefield School Dist. 3 (Junior High & High School)

There is no Federal requirement that school districts serve lunch to a child who does not have sufficient funds to purchase a lunch. Procedures were developed to address this issue in Widefield School Dist. 3

1 charge and 1 alternate meal only for lunch

1 charge and No alternate meal for breakfast

When a student's fund balance is low we encourage our kitchen managers and/or cashiers to communicate this information in the following ways:

- **Verbal Reminder:** discreetly to student as they come through the point of sale. Generally managers/cashiers will let students know a couple of days in advance that their balance is getting low.
- **Low Balance Notices.** The manager/cashier will give the student a low balance notice.
- **Phone Calls:** manager/cashier can contact parents/guardians.

When the student does not have enough funds on their account:

- The student will receive ONE charged meal consisting of what the student has on his/her tray at the time of service. (Ensure it meets guidelines for federal reimbursement)
- The manager/cashier tells the student the meal is charged and offers a reminder that they will only receive the one charged meal and they need to ensure that money is put on their account to purchase future meals.
- The student will be entered in the POS system as receiving a charged meal.
- The manager/cashier will mail a negative balance letter home, call the parent or send an email.
- If appropriate, the manager/cashier could send a letter to the parent and include an application about the F & R program.

2nd Day without money:

- The student will receive an alternate meal consisting of a vegetable, fruit and milk. The student may call a parent.

When the student tries to claim a second alternate meal:

- **Principal's Account:** At the buildings discretion a principal's account may be established with funds for kitchen managers/cashier to access at the Principal's discretion to pay for meals. This is very limited and is meant just to help for a day or two.
- **Hold Tray-** Offer the student the option to get money from a friend or call the parents for money to pay for their meal.

Information for Parents:

Options for determining their student's meal account balance include:

- Contacting the school cashier directly and requesting to check the balance; or
- Setting up a meal account at <https://widefield.revtrak.net/>. They will then select "Food Service". It is free to set up an account; however credit/debit card information is requested as part of the set-up process. The card isn't charged unless you choose to make an online payment to your student(s) account.
- When the child is leaving the district, any meal charges accrued at that time should be paid in full.