

# San Angelo Independent School District

## Meal Charge Policy

Revised 8-18-20

### I. Purpose

The goal of the San Angelo Independent School District is to provide student access to nutritious meals each school day.

Unpaid charges place a large financial burden on our schools. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

### II. Policy

- Charge Policy Communication
  - Copies of the Charge Policy will be distributed to:
    - Parents – A written copy of the meal charge policy will be posted for families all school year. The Charge Policy will also be provided to new or transferred students at the time of enrollment.
    - Child Nutrition staff will receive a written copy at annual trainings for Managers and Cashiers.
    - District Staff will receive a copy at the beginning of the school year.
  - Other Communication Tools
    - The Child Nutrition website includes the Charge Policy
    - Student Handbook
    - Charge letters
- Who can Charge School Meals
  - Students or staff unable to pay for their meal at the time of the meal service are allowed to charge Breakfast and/or lunch Reimbursable meals. There are no limitations on the reimbursable school meal options that can be selected when the meal is charged.
- Charge Policy Limit
  - Students will be allowed to charge a maximum of \$12.50 to their account. Staff will be allowed to charge a maximum of \$4.00. The charge meals offered to students will be reimbursable meals that are available to all students.
  - Substitute staff are not allowed to charge.
  - If district staff abuse the charge limit, charging privileges will be suspended.
- A la carte Purchases
  - Charging is Not allowed for snacks, extra servings and Alacarte items. Students will need to pay cash or have money on their cafeteria account for Alacarte purchases.
- Emergency Meals
  - San Angelo ISD will not let a child go hungry. Once a student reaches the maximum charge limit of \$12.50, the District will offer an emergency meal consisting of a ham and cheese sandwich and choice of milk or juice at no charge to the student.
- Payments
  - Parents/Guardians are responsible for meal payments to the food service program. Discreet notices of low or negative balances will be sent to parents/guardians at regular intervals during the school year.
  - Cash Payments are accepted in the serving line and/or cash advanced payments can be made in the school cafeteria.
  - Students/Parents/Guardians may pay for meals in advance via *SchoolCafe.com* or with a check payable to the School Cafeteria. Further details are available on our webpage at [www.saisdschoolnutrition.com](http://www.saisdschoolnutrition.com). Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

- Refer to [www.saisdschoolnutrition.com](http://www.saisdschoolnutrition.com) for additional information regarding refunds.
  
- Delinquent Charges
  - District procedures and thresholds have been established for monitoring low and negative balances. Delinquent Charges will be managed by the Child Nutrition Office.
  - Attempts will be made to contact households by phone calls, notices and emails.
  - If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price meals for their child if applicable.
  
- Balance Notifications: This notification letter includes the account balances and a reminder of the charge limit.
  - Low balances – Parents or staff may contact the school Cafeteria Manager or use our online system to obtain balances. The online system will also provide email reminders for low balances.
  - Negative balances – SAISD will contact households by phone calls, notices and/or emails.
  
- Balances Owed
  - Collection of owed balances will follow the policies and procedures set by the District.
  - SAISD offers individual repayment plans based on household circumstances.
  
- Financial Assistance
  - Parent/Guardian may complete a Free/Reduced-Priced Meal Application at any time throughout the school year as need arises to avoid charging meals.
  - Assistance with applying for free or reduced priced school meals may be obtained by calling the Child Nutrition Office at 659-3615.
    - Primary Contact – Kelly Graf, Free/Reduced Clerk
    - Secondary Contact – April Oden-Cortez, CN Bookkeeper

S/Food Service\Charges\Charge Policy - Revised.docx (Revised 8-18-20)

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