

# SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS

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## **Access to School Meals and Other Food Service Items**

Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account. In order to help parents and guardians meet these responsibilities and to ensure that school families are reasonably informed about the food-service options that are available to students, the District has established the following guidelines regarding food-service charges and student access to food at school:

1. A student will always be permitted to select and receive one of the standard school meal options if either of the following apply:
  - a. The District has determined that the student is currently eligible to receive free meals at school; or
  - b. The student has sufficient prepaid funds in his/her food service account, or enough money in hand, to pay for the meal on the day the meal is purchased.
2. When a student pays for a school meal or any other food-service items, the general rule is that payment is due no later than at the time of service. However, if a student does not have enough money to pay for a meal, the District's food service account system normally allows a student to charge his/her account as a negative balance. The privilege of charging school meals is subject to the following restrictions:
  - a. At each meal service, a student may charge only one of the standard school meal options that is being offered (i.e., a federally-qualifying meal option that is on the menu). Students may not charge the cost of a second meal, an extra entrée, or any a la carte items.
  - b. The District may deny the privilege of charging meals to a student whose family account repeatedly establishes a negative balance that is not promptly repaid upon notice of the amount owed.
  - c. A parent or guardian may arrange to restrict their child's ability to charge.

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## **Payments and Account Management**

For any meals and other food service items (i.e., food or drinks) that are available for purchase and that a student is not entitled to receive for free, it is ultimately the responsibility of each student's parent or guardian to pay for the items that their child receives.

The District offers an online system ([e-Funds for Schools](#)) that a parent or guardian can use to monitor and manage each child's school food service account, including making payments. The District strongly encourages school families to establish and regularly fund a prepaid school food service account for each student in the household.

In addition to using the online account system to make payments, a person who needs or wishes to make a payment for a student's meals or food service account may (1) present a payment in person using cash or check during normal school hours to the District Office, (2) bring cash or check to the main office of the student's school in order to pay for a student's meal or other food service items on the actual day of service, or (3) request consideration of other methods by contacting the Director of Food Services.

A person making a payment to a student food service account who wishes to designate specific amounts as either repayment of a debt or prepayment of future charges should contact building secretary to establish how the specific payment should be applied to the account.

### ***USDA Nondiscrimination Statement:***

*This institution is an equal opportunity provider.  
Esta institución es un proveedor que ofrece igualdad de oportunidades.*

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