

# POLICY

2016

5662

1 of 1

Non-Instructional Business  
Operations

## **SUBJECT: CHARGE MEAL POLICY**

The purpose of this policy is to insure compliance with federal reporting requirements for the Child Nutrition Program and to provide oversight and accountability for the collection of outstanding meal balances. Federal reporting requirements do not allow the Child Nutrition Program to charge meals. Students may pay for meals in advance, at time of purchase or make electronic payments.

The Susquehanna Valley Central School District Board of Education recognizes that, on occasion, students may forget to bring money to school. To ensure that students do not go hungry, but also promote responsible student behavior and minimize the fiscal burden to the district, the Board will allow students who forget money to “charge” the cost of the meals to be paid back at a later date.

### **Student Charging**

A student will be allowed to charge up to five (5) lunches with the cost of these lunches added to their account balance. After five (5) lunch charges, the Food Service office will contact the parent/guardian to inform of these charges and request payment. If the account balance goes over (10) lunch charges the Food Service Dept. and the District Office will reach out to the parents in a joint letter to assist with payment options and make arrangements for payment. At no time will the student be given an alternate meal or stigmatized for an unpaid meal.

### **Adult Charging**

There will be no adult charging (employees, volunteers or visitors) of school meals.

### **Annual Notification**

The school district will provide notice to all parents on an annual basis prior to the opening day of school, outlining the requirements of this regulation. The regulation shall also be published in an appropriate school based publication.

Adopted: 1/18/17

Revised & Adopted: 9/20/17