

**Food Service Program**

**Meal Charges**

**Purpose**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

**Administration**

1. Student Groups:
  - Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
    - a) These meals will include only the menu items of the reimbursable meal.
    - b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
  - Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.
  - High School students will be allowed to charge one meal.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off.

- Parents/guardians will be sent a written request for “payment in full.”
  - All charges not paid before the end of the school year will be carried forward into the next school year.
  - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District’s website.

### **Discrimination Clause**

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Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)

877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax:

(833) 256-1665 or (202) 690-7442; or

(3) email:

[program.intake@usda.gov](mailto:program.intake@usda.gov)

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Adopted: July 27, 2017

Revised: July 16, 2024

Knox County R-I School District, Edina, Missouri