

SUPPORT SERVICES

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FOOD SERVICES

1. Employees of Charlottesville City School Board do not require a student who cannot pay for a meal at school or who owes a school meal debt to throw away or discard a meal after it has been served to the student, do chores or other work to pay for such meals or wear a wristband or hand stamp.
2. Students with a negative balance will be provided with lunch choices from the posted school menu. Any student whose account reaches the charge limit of \$25.00 and who does not bring a lunch from home will not be allowed to purchase a la carte foods.
3. If a parent regularly fails to provide meal money or send food to school with the student and the student does not qualify for free or reduced benefits the child nutrition director will inform the principal, who will determine the next course of action, which may include engaging the school social worker of suspected child neglect and/or taking legal steps to recover the unpaid meal charges.
4. If payment of the negative balance is not received within 10 working days of the maximum charge limit being reached, the debt may be turned over to the superintendent or superintendent's designee for collection. If the debt is not paid within 10 days after the school year has ended, it is considered bad debt for the purposes of federal law concerning unpaid meal charges.
5. The Charlottesville City school division will provide free and reduced-price breakfasts, lunches, and milk to students according to the terms of the National School Lunch Program, the National School Breakfast Program, and the Special Milk Program.
6. School officials will determine student eligibility based on guidelines established by federal law. Eligible students will be provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available.
7. The Nutrition Services Specialist, under the direction of the Assistant Superintendent for Finance and Operations, will establish rules and procedures as needed to implement these regulations.
8. The criteria for determining a student's eligibility and the procedures for securing free and reduced-price meals and milk will be publicly announced at the beginning of each school year and provided to parents of all children in attendance at Charlottesville City public schools.
9. The forms necessary to determine eligibility shall be provided to all students and their parents/guardians. Additional copies will be available at the Central Administration offices, in each school office and in the Administrative Services Handbook.
10. Each principal shall assign a staff member the responsibility of assisting any parent with the completion of the eligibility form if assistance is needed. The staff member shall not answer

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the questions for the parent but may assist the parent with comprehension of the question.

11. The students who participate in the free or reduced-cost meals and milk programs will not be overtly identified, distinguished, or served differently than other students.
12. No information about the free or reduced-cost status for a student may be shared with other staff members without direct approval from the Superintendent or designee and without an expressed educational purpose such as identification of economic status for Standards of Learning assessments and subgroup designations.

Issued: August 17, 2009
Revised: January 10, 2011
Reviewed: July 13, 2017
Revised: August 1, 2019
Revised: August 6, 2020

Legal References: 42 U.S.C. §§ 1758, 1772 and 1773.
7 C.F.R. §§ 210.9, 210.11, 220.20, 245.5, 245.8.
U.S. Department of Agriculture, SP 23-2017 Unpaid Meal Charges: Guidance and Q&A, March 23, 2017.
U.S. Department of Agriculture, SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, July 8, 2016.
Code of Virginia, 1950, as amended, § §§ 22.1-79.7, 22.1-207.2::2, 22.1-207.3, 22.1-207.3, 22.1-207.4, 63.2-1509.
8 VAC 20-290-10.
8 VAC 20-740-10.
8 VAC 20-740-30.
8 VAC 20-740-35.

Cross References: GAE Child Abuse and Neglect Reporting
JHCF Student Wellness
KH Public Gifts to the Schools