



White County Board of Education

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White County Schools Meal Charge Administrative Procedure

Effective Date: July 1, 2017

As provided in SP 46-2016, all school food authorities (SFAs) operating the federal school meal programs (National School Lunch Program and/or School Breakfast Program) must have a written and clearly communicated meal charge administrative procedure in place no later than July 1, 2017. All SFAs must have an administrative procedure in place for children participating at the reduced price or paid meal rate who either do not have money in their account or in hand to cover the cost of the meal at the time of service. SFAs are required to communicate that administrative procedure to families and school and/or district-level staff members as appropriate. SFAs should ensure the administrative procedure is communicated on an annual basis.

Families will have access to the meal charge administrative procedure via packets that are given to each student at the start of each school year. Families of transfer students (during the year) will receive a written copy of the district-wide charge administrative procedure with the enrollment packet. The meal charge policy will also be posted on White County Board of Education website.

Local Charge Administrative Procedure Considerations-Food Service Management (Policy Reference: 3.500)

White County School Nutrition believes in the importance of providing healthy nutritious meals for our students. Just as with any services, there is an expense involved with every meal that we provide. The guidelines set forth in this procedure have been developed to protect and nurture the children of our school system.

General

Students who are unable to pay for their meals at the time of the meal service are allowed to charge:

- Breakfast
- Lunch

Students charging breakfast and/or lunch will receive reimbursable meals. A la cart items are never allowed to be charged.

Parents and visitors are prohibited from charging meals.

Charge limits

White County Students in elementary and middle school will be served breakfast and lunch at no charge to the student. However, students in elementary and middle school will need money in their account for extra purchases beyond what is served with the regular school meal. No a la cart items will be allowed to be charged.

White County High School students will be allowed to charge a limit of one month of breakfast and lunch. The total amount for breakfast and lunch charges is as follows:

Full Paying Students: Breakfast charge limit \$20.00/ Lunch charge limit \$32.00

Reduced Price Students: Breakfast charge limit \$6.00/ Lunch charge limit \$8.00

Household Notification

Low Balance Notification:

All students will be given a verbal reminder regarding low balances when their account reaches \$5.00 and below. White County School Nutrition will gladly share the current account balance information with a student, parent, or guardian upon request. This may be done by contacting the cafeteria manager.

Negative Balance Notification:

The cashier will give a verbal reminder when the first meal charged creates a negative balance. High school students will be given a written warning after the negative balance reaches \$10.00. Please communicate with your child(ren) concerning these notices since many students fail to share this information with their parent or guardian. Additionally, negative balance notices will be sent out by automated phone service/ school messenger.

Immediate payment is required for all meal charges when notified, and prepayment for additional meals should also be included.

No charges will be allowed the last two weeks of the school year.

Additional Resources

Families may find assistance with applying for free or reduced-price schools meals by contacting Tonya B. Savage by email at tonya.savage@whitecoschools.net or by phone at 931-836-2229. A copy of the current Free and Reduced Price School Meals Family Application can be found at the following link under the Department—School Nutrition: <http://www.whitecoschools.net/departments/school-nutrition>.

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or
- 3) email: program.intake@usda.gov

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