

Adopted: _____
Annual Review: _____
Revised: August 24, 2016

Upsala Area Schools, ISD #487 – Meal Charge Policy

MEAL CHARGE POLICY

I. PURPOSE

The purpose of this policy is to establish consistent meal account procedures for the Upsala Area School District #487.

II. GENERAL STATEMENT OF POLICY

- A. The Upsala Area School District recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B. It is the policy of the Upsala Area School District to offer breakfast and lunch. The Food Service Department strives to produce quality meals at a reasonable cost.
- C. Students may purchase meals when funds have been deposited into their family/student account or by cash payment.
- D. Households may apply for Meal Benefits anytime during the school year. Applications are delivered to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available in the District Office and on the District website.

III. PROCEDURES FOR NOTIFYING FAMILILES OF ACCOUNT STATUS

- A. Parents/Guardians will be notified of the household meal account balance by receiving a monthly statement by email. Meal account payments are due on the first day of each month during the school year.
- B. Parents/Guardians will be notified weekly when the household account has a balance of less than \$20. Notification will be made by email. In addition to this email, the District will follow up with letters and phone calls as necessary. If parents/guardians do not respond to these communications, the District administration will request a conference with the parents/guardians/
- C. If the household account is less than adequate to pay for meals, students will be allowed to purchase meals for cash, or charge the meal to the household account. The Upsala Area School District reserves the right to initiate collection procedures if the parent/guardian is unresponsive to emails, letters, phone calls, or

other methods of communication. The Upsala Area School District will make every effort to work with families to manage their household meal accounts.

- D. Students will be offered the regularly served meals when the household meal account balance is negative. The Upsala Area School District is under no legal obligation to do so but believes that this practice is in the best interests of students.
- E. The District may request assistance from county Social Services for possible neglect if parents/guardians refuse to provide meals for their children and/or the above procedures are unsuccessful.