

## Policy 710.04: Meal Charges

Original Adopted Date: 11/12/20

Reviewed 11/04/20

Revised:

In accordance with state and federal law, the Keota Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

### Payment of Meals

**/Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$50 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Payments for student lunch accounts can be made at the Elementary or High School front offices or online at: [www.keota.k12.ia.us](http://www.keota.k12.ia.us) under the “Online Payments” link./**

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. ~~Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.~~ Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

Employees may use a charge account for meals, but may charge no more than \$[25] to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

### Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with **families** the student's parent or guardian to resolve the matter of unpaid charges. **Families** Parents or guardians will be notified of an outstanding negative balance once the ~~negative balance reaches \$0.01~~ student owes five meals or more. **Families** Parents or guardians will be notified by / an email (if email address is provided) and a letter sent home with the student each day the account remains negative./ Negative balances of more than \$[50], not paid prior to [the end of the school year]] will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

### Unpaid Student Meals Account

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private

sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

### **Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

It is the responsibility of the superintendent to develop an administrative regulation for implementing this policy.

*This is a mandatory policy.*

***NOTE: The IASB sample policy is drafted to be consistent for all grade levels. However, local boards may vary the meal charge policy for elementary, middle, and high schools. Districts should update the policy accordingly if they wish to delineate meal charge practices based on the grade level of students.***

***NOTE: If the district elects to provide alternate meals for students, the alternate meal must contain components available to all students and be provided in the same manner as meals are provided to other students. Additionally, the district is expected to accommodate special dietary needs when a child's disability restricts their diet.***

***NOTE: The Iowa Department of Education has tools and resources available to help districts with the school nutrition program and meal charge policy implementation and review. Please visit the ["School Meals"](#) section of the Iowa Department of Education's website.***

***NOTE: School districts must follow appropriate debt collection practices when trying to recover unpaid meal charges.***

Legal Reference: 42 U.S.C. §§ 1751 et seq.  
 7 C.F.R. §§ 210 et seq.  
 U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).  
 U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016).  
 U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016).  
 Iowa Code 283A.  
 281 I.A.C. 58.

<b>I.C. Iowa Code</b>	<b>Description</b>
Iowa Code § 283A	<a href="#">School Meal Programs</a>
<b>I.A.C. Iowa Administrative Code</b>	<b>Description</b>
281 I.A.C. 58	<a href="#">Education - Breakfast and Lunch Program</a>
<b>U.S.C. - United States Code</b>	<b>Description</b>
42 U.S.C. §§ 1751	<a href="#">Public Health - School Lunch Program</a>
<b>Cross References</b>	
<b>Code</b>	<b>Description</b>
710.01	<a href="#">School Food Program</a>
<a href="#">710.01-R(1)</a>	<a href="#">School Food Program - School Nutrition Program Civil Rights Complaints Procedure</a>
<a href="#">710.01-E(1)</a>	<a href="#">School Food Program - School Nutrition Program Notices of Nondiscrimination</a>
<a href="#">710.01-E(2)</a>	<a href="#">School Food Program - Child Nutrition Programs Civil Rights Complaint Form</a>
710.02	<a href="#">Free or Reduced Cost Meals Eligibility</a>
710.03	<a href="#">Vending Machines</a>