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3 **NONINSTRUCTIONAL OPERATIONS**

4
5 Meal Charge Policy

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7 *Note: For the purpose of this policy, parent includes guardian, caretaker relative, and any adult*
8 *responsible for the care of the child.*

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10 The goal of the Bigfork School District is to allow children to receive the nutrition they need to stay
11 focused during the school day. The purpose of this policy is to ensure compliance with federal reporting
12 requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the
13 collection of outstanding student meal balances.

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15 The District complies with Federal USDA policies on meal charging and debt collection. All meal
16 charges must be paid directly to the Bigfork School District.

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18 If a student is without meal money, the administration will take action deemed necessary to collect unpaid
19 meal charges while ensuring the nutritional needs of the student are met in providing the student with a
20 regular meal. If financial hardship exists, parents and families will be encouraged to apply for free or
21 reduced price lunches for their child(ren).

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23 **Below are examples that could be incorporated into the district meal charge policy.**

24
25 Meal Charges

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27 Option: Students/Parents pay for meals in advance via <https://www.mymealtime.com/> or with a check
28 payable to Bigfork School District. Further details are available on our webpage at [enter web address].
29 Funds should be maintained in accounts to minimize the possibility that a child may be without meal
30 money on any given day. Any remaining funds for a particular student will be carried over to the next
31 school year.

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33 Option: Parents are responsible for meal payment to the food service program. Notices of low or deficit
34 balances will be sent to parents at regular intervals during the school year.

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36 Option: Parents can track balances themselves online at [mymealtime.com](https://www.mymealtime.com/), sign up for meal notification
37 for free, and set up an auto payment low-balance threshold by following the links to
38 <https://www.mymealtime.com/>

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40 Zero-Balance Prevention

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42 Refunds for withdrawn or graduating students. A written request for a refund of any money remaining in
43 their account must be submitted. An e-mail request is also acceptable. Students who are graduating at the
44 end of the year will be given the option to transfer to a sibling's account with a written request.

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46 Option: Unclaimed Funds must be requested within one school year. Unclaimed funds will become the
47 property of the Bigfork School District Food Service Program.

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49 Uncollected meal debt may be sent to collections per state and/or federal guidelines.

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Legal Reference: <https://www.fns.usda.gov/school-meals/policy>
Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265
Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq.
Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC)
Section 794 et seq.
Individuals with Disabilities Education Act (IDEA), 20 United States Code
(USC) Sections 1400-1485
7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220

Policy History:

First reading on: 12/8/21
Second reading/Adopted on: 1/12/22