

SUBJECT: **SCHOOL LUNCH PROGRAM**

The Superintendent and/or their designee shall have the responsibility to carry out the rules of the School Lunch Program, including:

- a) The limit on the number of unpaid charges per student;
- b) The system used for identifying and recording unpaid charged meals;
- c) The system used for collection repayments.

Should a student not have the funds for a meal payment, the District is still obligated to provide that meal to the student, and that unpaid meal is charged to the District. If a student accumulates a balance of five (5) unpaid meals, then the District is to direct the food service management company to provide a student alternative meal choices until the outstanding balance is settled. Examples of such alternative meal choices may include, but are not limited to, peanut butter and jelly, or cheese sandwiches. The district will be respectful of any medical or dietary restrictions with such alternative meal offerings.

The determination of which students are eligible will be provided by the food service management company to the building principals or his/her designees. It is the responsibility of the building principals or his/her designees, with support from the business office to collect any unpaid balances from the parents or guardians of students. All payments, with supporting documentations should be sent to the Business Office for deposit to the district's account. Appeals regarding unpaid balances should be submitted to the Business Office for consideration.

In addition, pre-paid meal balances will expire at the conclusion of the school year, and will not roll over into the following school year. Parents will be responsible for managing their children's meal balances at the end of each school year.

New Regulation
Circulate: 12/20/11