

KINGS LOCAL SCHOOL DISTRICT

FOOD AND NUTRITION SERVICES

ALTERNATIVE MEAL PROCEDURE

Kings Local School District remains committed to the physical and mental well-being of the students. It is the intention to support student development toward a healthier future while following the standards as outlined by the U.S. Department of Agriculture and the National School Lunch Program. We understand the importance of what a well-balanced meal provides toward the student's educational experience.

The Alternative Meal Procedure will:

- ❖ maintain dignity to all students while in the serving line regarding meal accounts;
- ❖ accommodate special circumstances as needed to meet student's needs;
- ❖ establish a consistent departmental procedure regarding meal charges and the collection of charges;
- ❖ encourage parent/guardian to assume responsibility for meal payments while maintaining positive feedback and communication.

Kings Local School District's Food Service Department is a self-supporting program. It receives no money from the district's General Fund budget, tax levies, or property taxes. Food Services are funded only from federal reimbursement and student payments to cover operating expenses (i.e., salaries), food supplies, kitchen repairs etc... By federal law, Food Service revenues must meet or exceed expenditures. The profits made from the meal program support the Food Service Department and allow the department to operate without assistance from the District's General Fund. Unpaid meal charges impact the Food Service Program and the ability to remain fiscally responsible.

To ensure the Food Service Department maintains fiscal stability there are procedures being implemented in order to control and manage meal charges. Under federal guidelines, students who are unable to purchase a lunch will be eligible to receive an Alternative Meal which meets the federal guidelines outlined by the U.S. Department of Agriculture and the National School Lunch Program.



This institution is an equal opportunity provider

ALTERNATIVE MEAL PROCEDURE

The Alternative Meal procedure is effective for any student with an outstanding unpaid balance exceeding \$ 10.00 that have incurred through meal charges on the accounts of student(s). If charges become delinquent, Kings Local School District may take the necessary action, according to the procedures within with the “Alternative Meal Procedure”.

When students have no money to cover the cost of their meal tray, students will be permitted to charge the meal onto their lunch accounts, up to but not exceeding a total of \$10.00. Upon a student incurring meal charges greater than \$ 10.00 the parent/guardian will be notified weekly by a phone call as well as by email through a system called School Messenger. When charges remain unpaid the parent/guardian will be sent a written letter through postal mail. In addition students (K-6) will receive written notification of charges that will be forwarded to the teachers to be distributed into the Student folders sent home every Friday. Students (7-12) in addition to receiving a notification through School Messenger will be sent a letter through postal mail. Students (7-12) incurring a debt greater than \$ 10.00, will receive a reminder post card at lunch time while in the serving line. Payments are requested within 5 business days after notification.

If payments for meal charges are not received, and students have incurred a \$10.00 or greater of unpaid debt, the student will not be permitted to continue to accumulate additional debt by charging meals. When a student has exceeded \$10.00 in outstanding debt they will be served an “alternative meal”. This meal consists of: Cheese Sandwich, Fruit, Vegetable and Milk. The Food Service Department will notify the parent/guardian that an alternative meal was served and upon the student receiving the meal will be charged \$ 1.25 (40 cents for those students who have been determined to qualify for a reduced meal). The student will be limited up to five (5) alternative meals. Upon serving a student an alternative meal it will be provided to student without overtly identifying the student, maintaining the student’s privacy. If the balance remains unpaid the 6th alternative meal will be charged at full price (i.e., Elementary student \$ 2.50; reduced student \$.40). In addition, the Food Service Director will contact the parent/guardian. If payment is not forwarded by parent/guardian within two business days after notification the Food Service Director will notify School Principal. The School Principal therefore will notify the parent/guardian to establish repayment plans to address delinquent debt and collection efforts for the student.

Payments for outstanding charges can be made in the form of cash or check. Also we have available an on-line payment option whereby parents/guardians can make a payment at www.payforit.net.

Funds remaining at the end of each school year are carried over into the next school year as well any delinquent debt and collection efforts will continue into the new school year. Funds remaining on the account upon student graduating will be refunded to the parent/guardian by sending in a written request containing student name, student Id number, parent/guardian name and mailing address.



Prior to withdrawal of student the General Secretary of enrolled student will be required to contact the food service department to obtain what outstanding lunch fees exist if any that may be due. Said fees will be collected by the General Secretary prior to the student withdrawal and payment then forwarded to the Head Cook of their respective school, doing so before releasing files, diploma, and/or authorizing transfer of the student.

If student(s) requires meal assistance, Kings Local School District offers the Free and Reduced Meal Program. Applications for the program can be obtained on the Kings Local website, school offices or by contacting the Food Service Department. All meal charges that incur prior to being notified of the eligibility of the free and reduced program payment are required to be paid in full. Charges may occur during the application process however until the application is processed and the parent/guardian is notified of eligibility meals are charged at the full price.

The U.S.D.A. (United States Department of Agriculture) Policy Memorandum SP 46-2016 requires all School Food Authorities (SFAs); operating federal school meal programs to have a written and clearly communicated policy to address unpaid meal charges by July 1, 2017.

This policy will be communicated to students, parents/guardian, school staff, teachers, and administrators. Kings Local School District will evaluate procedure on a regular basis (bi-annually, annually) to address any concerns and/or make needed modifications required.

Should questions arise about the content of the Alternative Meal Procedure, please contact Jennifer S. Arlinghaus R.D.,L.D. Food Service Director, Kings Local School District at 513-398-8050, ext 10027



Resources --

- SP 57-2016: *Unpaid Meal Charges: Local Meal Charge Policies*, July 8, 2016, <http://www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies>.
- SP 47-2016. *Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments*, July 8, 2016, <http://www.fns.usda.gov/unpaid-meal-chargesclarification-collection-delinquent-meal-payments>
- SP 58-2016: *Unpaid Meal Charges Guidance*, <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-58-2016.pdf>
- USDA Unpaid Meal Charges webpage: <http://www.fns.usda.gov/school-meals/unpaid-meal-charges>.