

**Child Nutrition Program**

**Student Meal Account Charges**

**Purpose**

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Child Nutrition Department is responsible for maintaining student account records.

**Administration**

1. Students will be allowed to charge a student meal. These meals will include only the menu items of the reimbursable meal.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the Cafeteria staff, by the Child Nutrition Department or building administration.
4. Year end:
  - Parents/guardians will be sent a written request for “payment in full.”
  - All charges not paid before the end of the school year will be carried forward into the next school year.
  - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student having their diploma withheld.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
6. Student accounts greater than -\$40.00 may be closed with no further charges allowed to the student meal account.
7. Negative accounts and student accounts with a negative balance whom have not responded to three written correspondences may have their accounts turned over to a collection agency for payment.
8. The requirements of this policy will be published annually in the student handbook. This policy will also be published on the District’s website.

Discrimination Clause

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary of Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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Revised: October 17, 2019

Adopted: July 1, 2018

Raymore-Peculiar R-II School District

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