



NUTRITION SERVICES

**Meal Charge Policy
(Administrative Regulation 3550 Food Service)**

According to United States Department of Agriculture Memo Code SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, all school food authorities operating National School Lunch Program and/or School Breakfast Program must have a written and clearly communicated meal charge policy in place by July 1, 2017. Beginning August 2017, the Mat-Su Borough School District adopted [Administrative Regulation 3550 Food Service](#) to clearly communicate the District's meal charge policy.

The Administrative Regulation 3550 states:

For students who do not qualify under the United States Department of Agriculture's (USDA) Income Eligibility Guidelines or for students whose family has not yet completed an income eligibility application, the following circumstances may apply.

If a student does not have money in their account or in-hand to cover the cost of the meal at the time of service, the District will:

- Provide a meal or ala carte options to any student who requests it.
- Charge all meals to the student's account regardless of whether or not there are sufficient funds to cover the charge.
- Not require that the student return the product or throw it away.
- Not require that a student do chores or other work to pay for meals, unless all other students do similar chores or work regardless of whether money is owed for meals.

If a student's cafeteria account balance is less than \$0, the District will:

- Send a low balance notice to the student's parent or guardian on a daily basis.
- Determine if the student has been identified as being eligible for free or reduced price lunches under the USDA's current Income Eligibility Guidelines.
- If the student has not been identified as being eligible for free or reduced price lunches, the school shall make at least two attempts to contact the student's parent or guardian to have the parent or guardian fill out an application to determine if the student is eligible for free or reduced price meals under the USDA's Income Eligibility Guidelines.
- If the student is not eligible for free or reduced price meals or the parent or guardian does not fill out an application, the school shall make reasonable efforts to contact the parent or guardian and to offer assistance filling out an application, if appropriate.

All attempts should be made to settle delinquent meal charges within five days.

Adoption Date: 08/16/17