

# ABERDEEN SCHOOL DISTRICT 6-1

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## School District Meal Charge Standard Practice

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### I. FEDERAL REQUIREMENT

Information provided here is to clearly communicate the meal charge practices in the Food Service Department.

### II. PURPOSE OF PRACTICE:

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the Food Service Department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible
- To establish practices that are age appropriate at all grade levels
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To maintain consistent district practices regarding charges and collection of charges

### III. SCOPE OF RESPONSIBILITY:

- The Food Service Department and buildings principals: maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

### IV. MEAL CHARGE STANDARD PRACTICE

1. Families are encouraged to apply for free and reduced price meal benefits. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits.

2. Families are encouraged to pre-pay for meals. Deposits are accepted daily for payments at every school, the District Service Center at 1224 South 3<sup>rd</sup> Street, or online at MySchoolBucks.com on the day of service. Written notification of prepayment options are posted on the Food Service website.

3. Families will be notified of the school district meal charge standard practices in writing before the school year begins and is included with each new student packet. This practice will also be posted on the Food Service website.
4. Parents may limit the amount of funds that a student can use daily for a la carte purchases by requesting in an e-mail or writing the specific request.
5. **Elementary students:** Low balance/deposit slips/PTA borrow envelopes will be sent to the student's classroom to be handed out to the student by the teacher. A reminder/notification for a low account balance is available at no charge from MySchoolBucks.com. To set up an account please see the school district's website under Departments/Food Service.
  - a. Calls to the parent/guardian on delinquent accounts are made to collect payment.
  - b. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be sold a meal. This money will not be used to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
6. **Middle School students:** Students are allowed 2 charges on their account at any time. If no charges are available, the student's meal may be charged to a special account for processing.
7. **High School students:** Students are allowed 2 charges on their account at any time. If no charges are available, the student's meal may be charged to a special account for processing.
8. Unpaid meal charges will be carried over at the end of the school year as a delinquent debt and collection efforts may continue into the new school year. This allows the district to work with individual families to establish longer repayment plans and to continue pursuing collection efforts when children change schools within the district or move to a new school outside the district.