

MEAL CHARGE POLICY

In compliance with the *Healthy, Hunger-Free Kids Act of 2010* and SP 46-2016, **Western Gateway Elementary School** implements the following meal charge policy:

Local Meal Charge Policy Considerations

1. Students who are unable to pay for their meal at the time of the meal service may charge either breakfast or lunch;
2. The limit for student charges is \$150;
3. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations;
4. Families can find assistance by contacting the Superintendent/Head of School;
5. The school will notify households for negative balances by email, direct mail or by phone.

Local Meal Charge Policy Communication Requirements

1. Households will be notified of the charge policy at the beginning of each year;
2. Transfer students will be notified of the charge policy during enrollment;
3. Parents will be notified at the time of any changes to the charge policy;
4. Staff will be trained annually on the lunch charge policy.

Alternate Meal Policy Considerations

1. If a student charges a meal, the student will be allowed to receive a reimbursable meal with no limitations.

Delinquent/Bad Debt Practices

1. Households be notified of delinquent debt monthly;
2. Households who are delinquent will be reviewed and/or encourage to submit an application;
3. Households will be notified by mail of unpaid meal charges, expected payment dates, and collection efforts;
4. The Superintendent/Head of School will determine whether the achievement of program purposes would be jeopardized by the diversions of staff time and effort to collect payment;
5. The school may solicit donations or use general fund collections to ensure that funds will be obtained to restore any unallowable bad debt to the School Food Service Account.

Reference: SP 46-2016; Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

Adopted: 8/18/2022