

DURAND AREA SCHOOLS

School Meal Charge Guidelines

I. Purpose

The goal of the Durand Area School District is to provide students access to nutritious no-cost or low-cost meals each school day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of these guidelines is to ensure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. The intent of these guidelines is to establish uniform meal account procedures throughout our District and as a courtesy to its students in the event that they forget or lose their lunch money.

II. Guidelines

- **Free Meal Benefit** – Free eligible students will be allowed to receive a free breakfast and lunch each day. À la carte purchases must be paid/prepaid.
- **Reduced Meal Benefit** – Reduced eligible students will be allowed to purchase a breakfast and lunch each day. À la carte purchases must be paid/prepaid. A student will be allowed to charge a maximum of two (2) lunch meals to their account after the balance reaches zero. The charge lunch meals offered to students will be reimbursable meals that are available to all students. If charge balance is not paid in full, student will be allowed up to three (3) over-charge-limit alternate meals consisting of a peanut butter and jelly sandwich, a string cheese stick, a fruit or vegetable, and a milk. Breakfast meals cannot be charged.
- **Full Pay Students** – Students will pay for meals at the District's published [standard rates](#). À la carte purchases must be paid/prepaid. A student will be allowed to charge a maximum of two (2) lunch meals to their account after the balance reaches zero. The charge lunch meals offered to students will be the same meals that are available to all students. If charge balance is not paid in full, student will be allowed up to three (3) over-charge-limit alternate meals consisting of a peanut butter and jelly sandwich, a string cheese stick, a fruit or vegetable, and a milk. Breakfast meals cannot be charged.
- **Meal Payment Responsibilities** – Parents/Guardians are responsible for meal payments to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians at regular (or weekly) intervals during the school year. Repayment is expected within five (5) business days. To avoid unpaid charges, parents/guardians are encouraged to monitor their child's meal account on the District's website.
- **Paying for Meals** – Students/Parents/Guardians may pay for meals in advance via the District website or at school building with cash or check payable to Durand Area Schools Food Service. All school cafeterias have computerized Point of Sale cash register systems that maintain records of all funds deposited and spent for each student. Please contact the [food service director](#) to set up an account via the [Web Portal](#) on the District's website. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. No charging is permitted two weeks prior to the end of the school year. Any remaining funds for a particular student will be carried over to the next school year.

- **Unused Account Balances** – Refunds for withdrawal from school and/or graduating students require a written or [e-mailed](#) request for a refund of any funds remaining in their account. This request must be submitted within ten (10) business days of withdrawal. Account balances for graduating students are automatically transferred to an enrolled sibling (as applicable).
- **Unclaimed funds** not requested within ten (10) business days of withdrawal will otherwise become the property of the Durand Area Schools Food Service Program.
- **Collection of owed balances** will follow the [policies and procedures \(Section 8000 – Operations/Policy No. 8500-Food Service\)](#) set by the Board of Education. To circumvent charges becoming Bad Debt, unpaid charges will be added to the list of any outstanding fees/fines for the student at the end of the school year. Payment must be made in full to the Food Service Department to avoid school privileges being withheld.
- **Adult staff members** are not permitted to charge meals or à la carte items beyond a \$10 limit. Any balance must be paid in full within five (5) business days.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to [apply](#) for free or reduced price lunches for their child, as applicable.

USDA Nondiscrimination Statement

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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, 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 for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
- (2) fax: (202) 690-7442; or*
- (3) email: program.intake@usda.gov.*

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