

## **Administrative Process for Negative Meal Balances**

Schools are required to have written documentation explaining how we will handle situations where children, eligible to receive reduced price or paid meals, do not have money in their account or in hand to cover the cost of their meal at the time of service.

**A student that is approved for free cannot be denied a meal. If a student (reduced or paying) is negative and brings money for the meal that day – he/she can eat.**

**School Food Authorities must ensure the policy is provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.**

How we get the information out to the staff, households and public.

- Information on school website
- Use school social media to inform parents where to find the information
- Include handouts with registration forms – in fall and to new families
- Include information in student and faculty handbooks
- Have newspaper(s) put an article in the paper before school starts

We will not serve alternate meals.

- Need to have alternate meals look same as reimbursable meals
- Can charge families for alternate or we absorb the charge
- No point in doing this

Be consistent with all families – this applies to staff as well

- Threshold of negative \$25 per family or a dollar amount per student
- Free students – no snack milk or ala carte
- Reduced student – no snack milk or ala carte
- Paying student – no snack milk, ala carte or meals
- This includes both breakfast and lunch
- If a student makes a payment they are allowed to eat that day – even if their balance is still negative