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## **MEAL CHARGING POLICY**

### **Meal Charging Policy**

A primary goal of A.D. Henderson / FAU High School is to provide students with healthy meals each day; however, unpaid charges place a financial burden on the school and district. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

This policy establishes uniform meal account procedures. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. No student will be denied a meal even if there are meal charges on the student's account. Student's meal accounts can accrue charges for reimbursable meals, as defined by the USDA Child Nutrition Program.

Staff works with parents to register with our contracted food vendor to ensure parents are notified of balances and are responsible for payment.

### **Full Pay Students**

Students will pay for meals at the district's published standard rate each day. A student with a negative balance will be offered a reimbursable menu meal. The designated reimbursable menu fee will be charged to the student's meal account at the standard rate.

### **Reduced Meal Benefit**

Reduced status students will be provided a reduced meal cost at the district's published reduced rate each day. A student with a negative balance will be offered a reimbursable menu meal and will be charged to the student's meal account at the reduced rate.

### **Free Meal Benefit**

Free status students will be provided a free breakfast and lunch each day. A la carte purchases are available for purchase for students without a fee balance.

### **Balances Owed**

Students who have accrued a negative balance will receive notification of charges through the vendor communication system, written notification and/or a phone call from the school. Parents/guardians are responsible to make a payment through either the school's online prepayment system or through the cafeteria. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year.

Students with outstanding meal fees will not be permitted to purchase a la carte items.

All unpaid balances on a student's account will be carried over from year to year. The parent/guardian is responsible for the uncollected balance and must pay in full before reenrollment the following academic school year. Refer to the Outstanding Fee Balances section of the A.D. Henderson / FAU High School Fee Policy for collection procedures.

### **Refunds**

Refunds for withdrawn, and graduating students; a written request for a refund of any money

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remaining in their account must be submitted. An e-mail request is also acceptable to [adhusfees@adhus.fau.edu](mailto:adhusfees@adhus.fau.edu) .

### **Unclaimed Funds**

Unclaimed funds must be requested within one school year after a student withdraws from A. D. Henderson/FAU High. Unclaimed funds greater than one school year will become the property of the A. D. Henderson/FAU High.

### **Adult Meal Purchases**

Adults may purchase meals from food services; however, are not permitted to accrue a balance. Items must be paid for at the time of purchase.

*Approved by the FAUS School Advisory Body on 8-29-2018*