

POLICY Board of Education of Queen Anne's County

Responsible Office:	Supporting Services
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MEAL CHARGES/UNPAID MEAL BALANCES

I. PURPOSE

To establish uniform guidelines for handling meal charges and unpaid meal balances and to ensure that there is a fair and equitable approach to how these items are handled, while ensuring that no child goes without a meal at breakfast and/or lunch.

II. POLICY STATEMENT

Beginning July 1, 2017, the United States Department of Agriculture (USDA) requires all School Food Authorities operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) to have a written meal charge policy and to communicate that policy to families and school and/or district-level staff members as appropriate.

III. DEFINITIONS

- A. *Alternate Meal* – A breakfast or lunch that is provided to a student when they cannot charge or pay for their meal.

IV. POLICY ELEMENTS

The Food Service Department offers all students nutritious meals during the school day, regardless of their ability to pay. Once a student's account balance is more than negative \$10.00, an alternate meal will be provided. All meals, including an alternate meal, served meet nutrition standards established by the USDA. If a child has been determined by a doctor to have a disability that would prevent the child from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal.

- A. The Food Service Coordinator is responsible for communicating annually the meal charge policy through multiple means to parents/guardians and district-level staff members as appropriate.
- B. The Food Service Coordinator and General Manager develop and communicate how students who do not have funds on their account or have an account balance more than negative \$10.00 receive breakfast and/or lunch meals.
- C. The Food Service Department implements and enforces procedures to minimize the impact of meal charges and unpaid meal balances.

- D. The Board of Education must approve how meal charges and unpaid meal balances are handled.
- E. The Board of Education has discretion to determine how to handle unpaid meal balances and whether or not an alternate meal is given to students with an account balance more than negative \$10.00.

V. IMPLEMENTATION

The Board directs the Superintendent to implement this policy.

VI. POLICY REVIEW

This policy will be reviewed by the Responsible Office every four years after its initial adoption and/or last revision.

VII. SPECIFIC REFERENCES TO TITLES, DEPARTMENTS, OR LAWS

Policy Memo SP 46-2016
 Healthy, Hunger-Free Kids Act of 2010
 USDA Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation’s Schools

VIII. EFFECTIVE DATE

Date: August 17, 2022



Patricia W. Saelens, Ed.D.
 Superintendent, Queen Anne’s County Public Schools

HISTORY:

Initial Adoption	08/17/22	Revised	--/--/----	Reviewed	--/--/----	Next Review	08/17/26
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