

Boyertown Area School District Student Meal Charging Procedure District Guidelines

Boyertown Area School District participates in the National School Breakfast and Lunch program administered by the United States Department of Agriculture ("USDA"). A household letter will be emailed/mailed to parents/guardian at the start of the new school year with information on applying for free or reduced meals. The information is also available at the BASD web site. It is the parent/guardian's responsibility to apply for free or reduced price benefits through schoolcafe.com.

The following procedure will be implemented in coordination with School Board Policy 808.

- No student who requests a meal will be denied a main lunch option, unless the student's parent or guardian has provided written permission to withhold a school lunch.
- A student's tray is to never be taken away from them after being served due to the student's inability to pay for the meal or the amount owed. The meal will be charged to the student's account.
- Ala cart sales will not be allowed if a student carries a negative balance. A student will be informed that they can only purchase a meal. An ala cart item will be removed from a student's tray at the register if they carry a negative balance.
- Parents are strongly encouraged to enroll in Ezschooolpay.com to set up notification alerts and view their child's account. Emails can be set to notify a low or negative balance. It is recommended to be set at \$5.00. If you prefer, you have the option to make online payments through this website with a fee of \$1.35 per transaction. We will still accept checks and cash in an envelope marked with your child's name, homeroom and ID number. You also have the option to make restrictions or limits on ala cart purchases. Requests must be made in writing or emailed to your child's building Food Service Manager.
- A student will not be used as a communication channel to the parent/guardian. All communications must be directed to the parents or guardian, NOT the students regarding negative accounts.
- Communication such as emails or letters will be sent to the parent/guardian when a student's account reaches \$5.00 or less.
- If a child's account falls into the negative, a balance notification email will be sent daily, if a parent/guardian does not have access to email a written notification will be mailed weekly.
- Building Principal will be informed by the food service manager when a student's account reaches a negative balance of \$25.00. When a negative balance of \$25.00 or greater exist the building principal will contact the parent /guardian and will follow up with a written letter/email.
- If there is a non-response to the principal, the Chief Financial Officer will be informed and additional collection measures will be pursued.
- Employees cannot charge meals or ala cart items.
- All debts must be paid off at the end of the school year.
- Any negative balance left at the end of the school year will be considered an obligation and are to be paid.
- Food Service Staff will be trained annually on the guidelines of Policy 808 and the meal charging procedure.
- No student who owes money or does not have money for a school meal will be publically identified, stigmatized or required to do work or chores.

Insufficient Funds Fee: There is a **\$45.00 charge** for Checks returned for insufficient funds.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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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