



MEAL CHARGES

In accordance with state and federal law, the Holy Family Catholic School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have use of a meal account. When the balance reaches \$0.00 a student may charge no more than \$20 to this account. When an account reaches this limit, a student shall not be allowed to charge further a la carte items until the negative account balance is paid.

Money may be added to accounts via the Meal Magic Family Portal: <https://holyfamily.familyportal.cloud/> or by sending cash or check (well labeled) to school.

Students shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Employees may use a meal account for meals but must have funds in the account to cover purchases. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

Meal Charge Procedures

Elementary School

- Students may charge seconds, extras, a la carte or milk if there is money in the account.
- Families will be notified by email when the account balance falls below \$5.
- Accounts that are negative \$10 or more will not be allowed to make ala carte purchases.

Middle School

- Students must present their ID card to the cashier to make a purchase.
- Students may charge seconds, extras, a la carte or milk if there is money in the account.

- Families will be notified by email when the account balance falls below \$5.
- Accounts that are negative \$10 or more will not be allowed to make ala carte purchases

High School

- Students must present their ID card to the cashier to make a purchase.
- Students may charge seconds, extras, a la carte or milk if there is money in the account.
- Families will be notified by email when the account balance falls below \$5.
- Accounts that are negative \$20 or more will not be allowed to make ala carte purchases.

Adults

- Adults must have cash or a sufficient account balance to make a purchase.
- Adults must present their ID card to the cashier to make a purchase.
- Adults will receive an email when their account balance is low.

ID Cards

- High School and middle school students must present a current ID card to make purchases.
- Cards are provided free of charge at the beginning of the school year.
- Replacement cards may be purchased for a fee of \$5. A replacement card is issued after a student utilizes a temporary lunch card three times.
- ID Cards that are defaced or broken cannot be used and a replacement card will be issued.
- Students eligible for free or reduced meals are entitled to three replacement cards at no cost (per USDA regulations). If a fourth replacement card is necessary, the regular cost applies.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$0. Families will be notified by email. Negative balances of more than \$50, not paid prior to the end of the school year will be turned over to the chief administrator or the chief administrator's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Repayment plans are available if there is an outstanding debt. Repayment requests may be made in writing or by email to the Food Service Department – hfcsdining@holyfamilydbq.org

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*
 7 C.F.R. §§ 210 *et seq.*
 U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).
 U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016).
 U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016).
 Iowa Code 283A.
 281 I.A.C. 58.

Cross Reference: 710.1 School Food Program
 710.2 Free or Reduced Cost Meals Eligibility
 710.3 Vending Machine

Approved _____

Reviewed _____

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