

MEAL CHARGES

In accordance with state and federal law, the Urbandale Community 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: Every student has a computerized meal account. The computer register will debit and record purchases from the student's meal account. The account may be funded the following ways:

1. Money may be deposited in a student or staff account online with **RevTrak** at:

<http://urbandaleschools.revtrak.net/tek9.asp>

E-mailed balance alerts may be set-up on-line at the RevTrak site.

2. Money may be deposited in a student or staff account at the school you attend, by using cash or checks made payable to: Urbandale Schools Nutrition Services.

3. To ensure money is available for your student(s) to obtain a meal, all on-line deposits must be made no later than 10:30 a.m. on the day of purchase.

4. Middle and High School students may also pay cash at the register.

High School Students:

- Students must have their Identification cards to access their accounts.
- Students will be allowed a negative balance account up to a limit of the equivalent of three (3) meals only.
This includes breakfast and lunch.
- No alternative meals are provided.
- No Ala Carte items will be allowed to be charged. You must have cash or money in your account to purchase Ala Carte items.
- Cashiers will make reasonable efforts to verbally notify students at the register of a balance below \$10.00.

Middle School Students:

- Students must have their Identification cards to access their accounts.
- Students will be allowed a negative balance account up to a limit of the equivalent of 3 meals only.
This includes breakfast and lunch.
- No alternative meals are provided.
- No Ala Carte items will be allowed to be charged. You must have cash or money in your account to purchase Ala Carte items.
- Cashiers will make reasonable efforts to verbally notify students at the register of a balance below \$10.00.

Elementary Students:

- Elementary level students will go through a line, state their first and last name and the computer operator will record the meal or milk purchase your student is making.
- Students will be allowed a negative balance account up to a limit of the equivalent of 5 meals only. This includes breakfast and lunch.
- No alternative meals are provided.
- No Ala Carte milk, juice or breakfast items will be allowed to be charged. You must have money in your account to purchase Ala Carte items.
- Cashiers will make reasonable efforts to verbally notify students at the register of a balance below

\$10.00.

All Schools:

- **All students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays cash for the meal when it is received.**
- Students who qualify for free meals shall never be denied a reimbursable meal, even if they have reached the negative limit before qualifying.

Adults:

- Adults will not be allowed to charge meals or ala carte items.
- Adults must have cash or money in their account to make a purchase.
- Cashiers will make reasonable efforts to verbally notify adults at the register of a balance below \$10.00.

Negative Account Balances: Families will be notified of low and negative balances through an automated email system used by Nutrition Services, called Primeroedge, as long as your email address is up to date at the district administration office.

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.

Negative balances not paid prior to the end of a school year will be sent to a collections agency. Until negative accounts are paid in full, they will carry over to the following school years.

Communication of the Policy: The policy and supporting information regarding meal charges shall be provided in writing 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.

Date of Adoption: August 14, 2017

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: 702 School Meal Program
706 Vending Machine