



Staff Training: Our School's Meal Policy

Today's Topics:

Our Meal Policy
Anti-Shaming





**FREE OR REDUCED
PRICED SCHOOL
MEALS**



Meal Policy

Meal Policy- Points to Remember

- Students get their choice of a reimbursable meal
- Parents may request their child not be allowed to charge a meal

Meal Policy- Points to Remember

- We notify the parent or guardian that their child's account balance is exhausted and unpaid meal charges are due
- We will provide assistance to parents or guardians to establish eligibility for reduced price or free meals

Connect with Parents/Guardians:

When 5 or more meals are charged :

- Make every attempt to determine if a student is directly certified and eligible for free meals
- In addition to sending home the income application at the beginning of the year, make two additional attempts to encourage the parent or guardian to complete an income application
- Contact the parent or guardian to offer assistance to complete the application and to determine if there are other factors of why the child does not have sufficient food or funds to purchase a meal



Ongoing Eligibility Certification

- Conduct direct certification monthly
- Provide parents/guardians with application and instruction in school enrollment packet
- Schools with electronic meal application will provide instructions on how to request a free paper copy
- Provide at least 2 additional applications to families owing meal charges each year
- Exhaust efforts to obtain a completed application prior to using administrative prerogative
- Coordinate with the foster, homeless, migrant and runaway coordinator at least monthly

Staff Will NEVER:

- Take any action with students directly to collect unpaid school meal fees
- Announce or publicize list of students with unpaid charges
- Identify any student or discuss outstanding debt in front of others
- Assign chores or work to pay for debt
- Send clearly marked notices home with children
- Require student to wear wristband, handstamp or other marker because of debt
- Throw away a meal after it has been served because of debt or inability to pay
- Serve an alternate meal
- Use a debt collector



QUESTIONS?
