

Meal Charge Policy

I. Purpose

The goal of Chickasha Public Schools is to provide students with healthy meals each day. However, unpaid charges place a large financial burden on our Child Nutrition Department. The purpose of this policy is to insure compliance with the federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout the district. The provisions of this policy pertain to regular priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does NOT require that a student who pays for regular priced meals be served a meal without payment, Chickasha Public Schools provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

II. Policy

Elementary and Middle School Students will receive Free Breakfasts and Lunches daily. However, if ala cart is available, students must pay cash at time of purchase.

High School Students -- High School Students may pay for school breakfasts or lunches at time of service via cash or check, may pre-pay on account via cash or check, or may charge to their account. Statements will be sent monthly to those who charge meals. Payments are expected in a timely manner. If a student's balance reaches \$150.00 the student will no longer be allowed to charge meals. When a student reaches the charge limit they will be required to pay for meals on a daily basis or until the account is below the limit. If a student does not have money and has reached the charge limit, an alternate meal will be provided. Sample: Peanut Butter or Cheese sandwich, veggie sticks and milk. (alternate meal is at the discretion of the Child Nutrition Leader).

Free Meal Benefit – Free status students will be allowed to receive a free breakfast and lunch each day. * **Ala Carte purchases must be paid for at time of service and is cash only.**

Reduced Meal Benefit – Reduced status students will be allowed to receive a breakfast for \$0.30 and lunch for \$0.40 each day. * **Ala Carte purchases must be paid for at time of service and is cash only.**

Full Pay Students – Full Pay status students will be allowed to receive a breakfast for \$1.80 and lunch for \$3.35 each day. * **Ala Carte purchases must be paid for at time of service and is cash only.**

Parents/Guardians are responsible for meal payment to the Child Nutrition program. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year. Parents/Guardians may also call 405-222-6500 ext. 6174 at any time to inquire about account balances.

School Cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available to parents/guardians by speaking with the Lunch Fund Attendant by calling 405-222-6500 ext. 6174, or calling the Child Nutrition Leader at 40-222-6500 ext. 6173.

Payments on charge accounts may be made via cash or checks sent with the student. Checks can also be mailed to the district at 900 W. Choctaw Ave., Chickasha, OK 73018 Please make checks payable to: Chickasha Public Schools. Please place student's name on the memo line of the check.

Refunds for withdrawn, and graduating students; a written request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of Chickasha Pubic School's Child Nutrition Program.

Balances Owed: balances left unpaid at the end of a schoolyear will follow the student to the next school year. If the balance reaches \$150.00 the student may no longer charge meals and will be expected to pay at time of service.

At any time, a student may apply for Free or Reduced lunches to see if they qualify. (or a parent/guardian may apply on the child's behalf). Applications are available in the cafeteria or front office. Applications can be mailed to the home upon request.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov.

This institution is an equal opportunity provider.