

SCHOOL DISTRICT OF TIGERTON UNPAID MEAL CHARGE POLICY

This policy is to establish procedures for students and staff with insufficient funds for school meals. According to the USDA, students who are eligible for free meals must be provided a meal even if the student owes money. Tigerton School District follows a prepay policy and asks that all monies be paid in advance of meal service.

PRICING

- Full Pay Students - Students will pay for meals at the District's standard meal rates.
- Reduced Meal Benefits - Reduced status students will be allowed to purchase a breakfast and lunch for \$0.40 each day.
- Free Meal Benefits - Free status students will be allowed to receive a free breakfast and lunch each day. A la carte purchases will be charged at regular prices.
- CEP Location - All students will receive one free breakfast and/or lunch in grades 4K-12.

PAYMENT OPTIONS:

1. Families may add money to their food service account balance by sending cash or check to the elementary or high school office which will be deposited into their family account.
2. Online Payment Option - The District offers parents the option of making online payments to their family account using a debit or credit card. Our online payment module can be accessed at <https://tigerton.revtrak.net/> by logging in with given Skyward Family Access login credentials.

UNPAID MEAL PROCEDURES - STUDENTS

1. Unless parents or guardians have opted out, they will receive daily emails in regards to their child's/families account balance. Parents and guardians are responsible for paying in advance for their child's/families account.
 - a. For the 2024-2025 school year, the district has opted to be a CEP school, which allows free breakfast and lunch to all students. However, there is still the option for a la carte and seconds. Those items are not free and will be at the cost of the family.
2. **No charges** are allowed for a la carte items, extras or additional milk on **any negative account** or **accounts with a zero balance**. Charges will only be allowed on accounts with a **positive balance** or if a student has **cash in hand**.
3. Students with free meal status will be allowed a lunch when their balance is negative but will not be allowed a la carte items, second servings, second lunches, or additional milk.
4. All school district employees are considered mandatory child welfare reporters. Parents or guardians must ensure their child has access to adequate food and nutrition or the funds to do so. If a district employee suspects that a parent or guardian's actions or inactions cause a failure, refusal, or inability to provide adequate food and nutrition, the employee may conclude that he/she is required to file a report with child protective services.

UNPAID MEAL PROCEDURES - STAFF

1. Staff will receive emails on a biweekly basis when their account falls below \$5.00.
2. Any negative balance must be paid immediately.

COMMUNICATION TO FAMILIES

1. This policy shall be provided in writing (i.e. mail, email, back-to-school registration packet, student handbook, etc) to:
 - a. All households at or before the start of each school year.
 - b. Students and families who transfer into the school district, at the time of enrollment.
 - c. All school district personnel who are responsible for enforcing this policy.
2. The school district may post the policy on the school district website, in addition to providing the required written notification described above.

FREE AND REDUCED SCHOOL MEAL APPLICATIONS

For the 2024-2025 school year, free and reduced meal applications will not need to be submitted because the district is a CEP school district. However, if at any time that school chooses or loses the ability to provide free breakfast and lunch to the district due to ineligibility, it will follow the free and reduced school meal application protocol below.

Applications for Free and Reduced Price Meals can be submitted to the District at any time during the school year. Paper copies are available in all school offices and are also available to print from the District's website.

You must submit an application each year to be considered for free or reduced price meals. Even if your child received free or reduced price meals the previous school year, you must submit a new application for the current year. Any balance owed prior to being determined eligible will remain the responsibility of the parent/guardian.

The Tigerton School District acknowledges that students, specifically K-8, have no control over their personal lunch accounts. In the event a student with a negative balance does receive an NSLP (National School Lunch Program) lunch it will not be thrown away for their inability to pay or money being owed. No student will be publicly identified in regards to their meal debt. Those students will not be required to "work" for their lunch or pay off a debt. All communications in K-8 will be directed specifically to the parent or guardian, not the student.

The Tigerton School District also acknowledges that the taxpayers need to be protected and will make a reasonable effort to collect all delinquent food service debts. Any unpaid debts will carry over to the following school year until the time of graduation.

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, audiotope, 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/ad-3027.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

Board Approved: 2/17/25