

1 **Belgrade School District**

2
3 **Meal Charge Policy**

8205 - R

4
5 **PURPOSE**

6
7 The purpose of this policy is to establish consistent meal account procedures throughout the district and to
8 insure compliance with federal reporting requirements for the USDA Child Nutrition Program. Unpaid
9 charges can place a financial strain on the food service department.

10
11 It is the goal of this policy to establish consistent district procedures regarding charges and collection of
12 charges, to treat all students with dignity in the serving line, to encourage parent/ guardian to assume the
13 responsibility of meal payments and to promote self-responsibility of the student.

14
15 **POLICY**

- 16
17 1. Full Pay Students – Elementary and Middle School students will pay for meals at the district’s
18 published standard rate each day. A student will be allowed to charge a maximum of \$10.00 after
19 their account balance reaches zero. **A student will not be allowed to charge any A la carte**
20 **items that would place their account below zero.** Once the student has reached the \$10.00
21 maximum charge limit they will be offered a designated menu alternate for which they will not be
22 charged. (Sample: peanut butter & jelly sandwich & milk.)
23
24 2. Full Pay Students – High School students will pay for meals at the published standard rate each
25 day. A student will be allowed to charge a maximum of \$5.00 after their account balance reaches
26 zero. **A student will not be allowed to charge any A la carte items that would place their**
27 **account below zero.** Once a student has reached the \$5.00 maximum charge limit they will be
28 offered a designated menu alternate for up to 5 consecutive days. They will not be charged for
29 the alternate meal.
30
31 3. Free Meal Benefit – Free status students will be allowed to receive a free breakfast and lunch
32 each day. A la carte items must be prepaid.
33
34 4. Reduced Meal Benefit – Reduced status students will be allowed to receive a breakfast for \$.30
35 and a lunch for \$.40 each day. A student will have the same charge policy as the Full Pay status
36 students – (\$10.00 for Elementary and Middle School Students and \$5.00 for High School
37 students.) Once the student has reached the maximum charge limit they will be offered a
38 designated menu alternate. They will not be charged for the alternate meal. They will not be
39 allowed to charge any A la carte items that would place their account below zero.
40
41 5. Parents/Guardians are responsible for meal payments to the food service program. Notices of low
42 or deficit balances will be sent to parents/ guardians as necessary during the school year.
43 Automated phone calls, texts &/or emails will be generated as needed. The school district
44 reserves the right to pursue the collection of balances owed and refuse personal checks when
45 warranted.
46

- 47 6. All school cafeterias possess computerized point of sale/cash register systems that maintain
48 records of all monies deposited and spent for each student and said records are available by
49 request from the school’s cashier, the Assistant Food Service Director @ (406) 924-2494, or by
50 checking the student’s account online @ www.MySchoolBucks.com
51
- 52 7. Blocks on Accounts: A parent may call the Food Service Director (924-2516) or the Assistant
53 Food Service Director (924-2494) to place a block on their child’s account to prohibit the
54 purchase of a la carte items or set a dollar cap.
55
- 56 8. Students/Parents/Guardians pay for meals in advance with cash, check made out to Belgrade
57 School District, or online @ www.MySchoolBucks.com Please include the student’s name
58 and/or account number on the check. Funds should be maintained in accounts to minimize the
59 possibility that the student may be without meal money on any given day. The funds will be
60 placed in that student’s account. Any remaining funds for a particular student will be carried over
61 to the next school year. Refund of student account balance will be made at any time by written
62 request of parent/guardian.
63
- 64 9. Checks Returned for Non-Sufficient Funds (NSF): When a check is returned to the Treasurer’s
65 Office for “NSF”, a letter will be mailed from the Assistant Food Service Director to inform the
66 parent (s) the student’s account will be reduced by the amount of the check and any related fees
67 on the returned check.
68
- 69 10. Refunds for Withdrawn & Graduating Seniors: Refunds for graduating and withdrawn students
70 whose meal account balance is over \$5 will be made automatically by check written to
71 parent/guardian on file at the time of the student’s withdrawal. Balances under \$5 will be made
72 by the cashier on the student’s last day attending. Students who are graduating at the end of the
73 year will be given the option to transfer remaining funds to a sibling’s account.
74
- 75 11. Unclaimed Funds must be requested within the current school year. Unclaimed funds of inactive
76 students will then become the property of the Belgrade School District Food Service Program.
77

78 If a student is without meal money on a consistent basis, the administration will investigate the situation
79 more closely and take further action as needed. If financial hardship exists, parents and families are
80 encouraged to apply for free or reduced price meals for their child.
81
82

83 Policy History:

84 Adopted on: March 6, 2017

85 Reviewed on: February 13, 2017

86 Revised on: