

## Marshall County Child Nutrition Program Meal Charge Policy

The Marshall County School District encourages parents to prepay meals for their children thereby eliminating situations that could develop during mealtime because of negative balances or failure to bring money to school. Students and parents will be held accountable to pay for the meals provided through the Marshall County Schools Child Nutrition Program. Parents are encouraged to take advantage of the MySchoolBucks online pre-payment system offered by the Child Nutrition Program which is available on the district website.

### **STUDENTS WITH NO MONEY FOR BREAKFAST/LUNCH OR A NEGATIVE ACCOUNT BALANCE:**

Students wanting breakfast or lunch and not having money to purchase the meal will be allowed to charge up to \$25.00 for students receiving reduced price meals and \$50.00 for students receiving full paid price meals. Students may not charge a la carte items or extras.

An automated calling system will call parents/guardians of students with a negative account balance. Telephone calls are made on Mondays, Wednesdays, and Fridays.

A list of negative account balances will be provided to each principal by the school cafeteria manager weekly.

Once a student has reached his/her charge limit, the student must go to the school office to receive funds.

Any uncollected charge is considered a bad debt. Bad debts are not allowed expenditures for any state, federal, or public local funds. Uncollected charges remaining at the end of the school year will be satisfied using non-public funds.

Students may not be denied a reimbursable meal. However, continued charging and abuse will result in an investigation by the principal and Child Nutrition Program supervisor. The parent and/or guardian will be contacted first. The Department of Human Resources may be contacted as deemed necessary by the principal and Child Nutrition Program supervisor.

### **ADULT CHARGES:**

Adults and employees will not be allowed to charge meals and/or a la carte items through the Child Nutrition Program.

**Any parent/guardian experiencing financial problems may contact the school cafeteria manager to implement a payment plan. Parents are encouraged to apply for free and reduced price meals. Applications are available at the school as well as on the Child Nutrition Program page on the district website. Please call Casey Partain at 256-582-7385 with any questions.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

Board approved 5/23/17