

**Business and Instructional Support Operations**  
**STUDENT NUTRITION SERVICES CHARGE POLICY–**

AR 3550

**Commented [NB1]:** August 7 – Dianne B, we need something in policy re: charging lunch. We don't have to allow it, but need to have something in writing

**(KPBSD Proposed charge policy)**

To ensure that all students have access to healthy school meals and to be good financial stewards, KPBSD Student Nutrition has instituted a charge policy. This policy has as its guiding principle the belief that every student deserves a nutritious meal but that ultimately it is the parent/guardian's responsibility to provide one unless the family qualifies for the free lunch program. To that end the charge policy is as follows:

~~At all~~**All schools and all grade levels K-8 schools:** The Student Nutrition department will extend credit to students without lunch or meal money for up to two complete breakfast/lunch meals. If funds are not received after two meal charges and the student account has no money, ~~the student will be asked to go to the school office or administrator will to call his/her~~the student's parent for direction before ~~any each meal~~ subsequently ~~meals are~~ charged. No a\_la carte items or second meals may be charged. -A la carte purchases may not be made with cash until the negative balance is repaid.

**Commented [NB2]:** Aug 7 – ST – things should be held at office level, not the student level. Can see who is having issues  
DC – could see if students qualify for free reduce, SIT  
How much in areas?  
DB - \$2,000 from FY17  
ST – would like to have conversation with other admins.  
DC – would like to take out student involvement

~~High School students:~~ Student Nutrition will extend credit to students without lunch or lunch money for 2 lunch meals after which no charges will be allowed until negative balance repaid. ~~No ala carte items or second meals may be charged. Ala carte purchases may not be made with cash until the negative balance is repaid.~~

**Commented [NB3]:** Aug 7 - JK – question about breakfast?  
Dianne – do you want to have High School cut off at 2?  
DC – making a kid call home every day if balance. Wanted to see USDA requiring us to have policy  
DJ – when we get audited, could be financial repercussions  
DC – same procedure? JK, keep the same  
Need to change language for pre-K?  
DC – long term issue, if student habitually show up with no lunch  
JK – would rather have admins deal with that, than in writing  
DB – do send applications out to families

**Adults/Teachers:** Charges will not be allowed for a\_la carte or meal items.

**Collection Procedures:** Charges will be applied to a special PTO meal account at each school. Money received from a parent/student with an outstanding charge will be applied toward the meal PTO account first with and the balance remaining being will be applied to the student's account. Remaining funds and outstanding charges will be carried over to the following school year.

**Commented [NB4]:** August 7 – JK - PTO – just say 710 account? Historically this is what we've done. PTO funds are set up at the school level.  
MI – what if no active PTO at the school?  
DJ – principals make sure somebody covers it, so kids don't go without lunch.  
ST – he gets a report from PS, he will send email

**Parents/Guardians:** It is ultimately the parent/guardian responsibility to monitor their student's account and be proactive in replenishing funds as needed.

Student Nutrition encourages parents to prepay for meals and put money on their child's account at <https://kpbsd.revtrak.net/Food-Service-Payments/>. Money will be accepted at a student's school office or kitchen, preferably in the morning, to allow funds to be applied to the student's account before the meal period.

**Options available to parents on Power-Schools:** Sign up for automatic emails

1. *Preferences > Email Notification > Check "Balance Alert"*
2. *Simply view the Lunch Planner screen to see the Current Balance and transaction history*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_