

WYLIE INDEPENDENT SCHOOL DISTRICT UNPAID MEAL CHARGE POLICY

The purpose of this policy is to establish consistent meal account procedures throughout the Wylie Independent School District and to be in compliance with Federal Regulations as presented in the Administrative Review Manual regarding charging of student meals. Pursuant to State and Federal Regulations, all Child Nutrition Programs on the National School Lunch Program (NSLP) are required to "break even" at the close of each school year. The goals of this policy are to aide in the completion of this goal on an annual basis and to inform households and families of the district's policy regarding the privilege of charging meals in our district.

Parents/Guardians are encouraged to utilize Family Access to monitor and manage their student's meal account balance. Benefits of this online system include:

- Low Balance Email Alerts
- Monitoring of student account balance and daily meal transactions
- Secure payment applications to student meal accounts online using a debit/credit card or E-check through our district affiliate, Revtrak.
- Secure and private online application for Free or Reduced meal benefits through the NSLP

Cash or Check Payments are also accepted in the school office of each campus in Wylie ISD.

If at any time your family faces a hardship that does not allow you to pay for your child's meals, please consider applying for Free or Reduced Meal Benefits through the National School Lunch Program. You may confidentially apply for this program through Family Access. Instructions for completing an online application are located on the district's home page at www.wyliebulldogs.org under the "parent" tab on the Child Nutrition Page. Questions regarding this process may be directed to the Child Nutrition Office at 325-692-4353 Ext 1017.

Please note that if a student charges meals and then later becomes eligible for free or reduced benefits through NSLP, the parent is still responsible for payment of the charges up until the Effective Date for eligibility which is the date the application is processed and benefits are received.

Students are allowed to charge breakfast and lunch meals as needed in the regular meal lines. However, students may not charge snack bar or ala carte items. The district shall use several means for collecting past due balances as described in the procedure below. Please note that Child Nutrition is extending this credit to you as a courtesy for oversights and errors and that the full intent of the policy is that all charges will be paid in full before the end of each year.

CHARGING PROCEDURE FOR WYLIE ISD

1. Daily Automated emails will go out once the students account reaches a negative balance and will continue as long as the account is in the negative.
2. Low Balance/Negative Balance notifications will be sent weekly through email or through school distribution (i.e. take home folders for younger grades).
3. Students with a negative balance that reaches \$20.00 will receive a one-on-one reminder phone call from a district representative.
4. Unpaid meal account balances may result in a district official contacting the parent/guardian to set up a payment plan for accounts with a significant negative balance with the express purpose of collecting the amount due prior to the end of the school year.

5. It is the expectation of the District that all meal accounts will be made current by the end of the first semester in December and again by the end of the school year in May. The last two weeks of each semester are considered a "No Charging Period". Daily phone calls will be made to parents of students with negative balances during this period.

Changes in this Charging Policy will be made as conditions warrant upon the approval of the School Food Authority.

The Procurement Policy for Wylie ISD CNP was adopted by the Board of Wylie ISD at the regularly scheduled meeting on this, the _____ day of _____ in the year _____.

Signatures: _____
SFA Official

Clerk of the Board

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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.

This institution is an equal opportunity provider.