

**PROCEDURES FOR STUDENT MEAL CHARGES****Elementary Schools**

If a student does not have enough money to purchase a meal, the student will be allowed to receive the meal of his/her choice until such time as the student attempts to make a purchase that would exceed three paid lunch meal equivalents.

For any meal purchase where the account would result in a charge of more than three combined breakfast and paid lunch meal equivalents, the student will receive a breakfast and will be provided a standard “reimbursable” meal based on daily offerings such as a sandwich of sunflower butter & jelly on whole wheat bread, vegetable of the day, fruit and milk. A reimbursable meal is defined as a meal consisting of meat/meat alternative, grains, fruits, vegetables, and a milk further defined by the National School Lunch Program requirements. Staff must take reasonable steps to minimize statements or actions that may overly identify children eligible for free meals. This designated “reimbursable” meal alternative will be charged to the child’s meal account at the standard lunch rate.

**Middle and High Schools**

If a student does not have enough money to purchase a meal, the student will be allowed to receive the meal of his/her choice until such time as the student attempts to make a purchase that would exceed two paid breakfast and lunch meal equivalents. For any meal purchase where the account would result in a charge of more than two paid breakfast and lunch meal equivalents, the student will receive a reimbursable meal based on daily offerings such as a sandwich of sunflower butter & jelly on whole wheat bread and a cup for water. The School District recognizes that the lunch replacement meal cost is non-reimbursable to the School District.

A la carte and snack purchases are not permitted for any student that has a negative balance. The student’s account balance must have sufficient funds for these types of purchases.

This policy shall apply equally to all students regardless of free/reduce/or full pay status.

**Adults**

No purchases will be allowed without proper payment.

**Legal References:**

*Healthy, Hunger-Free Kids Act of 2010, Public Law 111-296*  
*RSA 189:11-a, Food and Nutrition Programs*  
*Section 204 of Public Law 108-265, Child Nutrition and WIC Reauthorization Act of 2004*  
*42 U.S.C. §1751 et seq., National School Lunch Act*  
*NH Code of Administrative Rules, Section Ed. 306.11, Food & Nutrition Services*  
*15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)*  
*42 U.S.C. 1758(b)(6), Use or disclosure of information*  
*Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B*  
*2 C.F.R. §200.426*  
*7 C.F.R §210.09*  
*7 C.F.R §210.10*  
*7 C.F.R §210.15*  
*7 C.F.R. §245.5*  
*USDA SP 46-2016 - No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy.*

*USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs*

*RSA 358-C, New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act;  
NH Dept. of Education Technical Advisory - Food and Nutrition Programs*

***Legal References Disclaimer:*** *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Board Approved:      07/16/2012  
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