

## Colorado Springs School District 11

### **Food and Nutrition Services**

#### **"No" Charge Meal Policy**

Colorado Springs School District 11 does not allow meal charges, except during the first thirty days of school. Students are allowed to charge up to the equivalent of three full price lunches during the first thirty days of school only.

District 11 complies with Federal USDA policies on meal charging and debt collection.

All meal charges must be paid back to District 11 per Federal requirements.

#### **Zero-Balance Prevention:**

Parents can track balances themselves [online](#), sign up for email notifications for free, and set up an auto payment low-balance threshold by following the links to the MySchoolBucks.com web site.

Every student may access their meal account at [www.myschoolbucks.com](http://www.myschoolbucks.com)

(Please Note: charter school students should select Colorado Springs School District 11 in the "School District" drop-down menu.)

If behavior patterns develop with students who consistently do not have money for meals, the Kitchen Manager will discuss this problem with the principal, counselor, student, or parent to determine the best solution for the student.

#### **Adult Meals:**

Adults are not allowed to charge meals or A la Carte purchases, as per USDA policy regarding school food service use of Federal National School Lunch Program funds.

The "No Meal Charge" policy has been in place in District 11 since 2001.

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# No-Charge Meal Policy

Colorado Springs School District 11	
<b>First 30 Days of School</b>  <b><u>Meal Charges</u></b>	<p>Students may charge up to three full meals at Breakfast and/or Lunch or any combination UP TO <u>\$9.15</u> until the 30<sup>th</sup> operating day, whichever comes first. <u>Any unpaid balance from prior years are included and will reduce charging availability in the current year.</u></p> <ul style="list-style-type: none"><li>• <b>Charge slips</b> are given to each student at the time he/she charges a meal.</li><li>• All charges must be paid back to District 11 Food &amp; Nutrition Services. Collection efforts will begin the first week of October.</li><li>• Elementary Students who have less than enough funds on their account to purchase a meal will have their card removed from the pocket chart, signifying that there is an issue and they should see the Kitchen Manager asap if they would like a meal at school.</li><li>• The District's auto-call system will begin to call households (on record) of students during the evenings twice per week (Tuesdays/Thursdays).<ul style="list-style-type: none"><li>• Negative Balance Calls<ul style="list-style-type: none"><li>• ALL negative balances until the balance changes to &gt;\$0.00.</li></ul></li><li>• Low Balance Calls<ul style="list-style-type: none"><li>• Full Pay: &lt;\$5.00 on the student's account</li><li>• Reduced Students: no call</li><li>• Free Students: no call</li></ul></li></ul></li><li>• Email Low Balance Warnings: As a free service, MySchoolBucks.com will automatically send an email to parents who have registered with a valid email address and/or apply an automatic payment to their students account when this feature has been set up in the web-based system with a user-defined low-balance threshold.</li></ul> <p>If a student has or exceeds the maximum charge limit in the first 30 days of school, he/she will be provided an Alternate Lunch* or Breakfast* as described below.</p>
<b>Day 31 through the End of School Year</b>  <b><u>*Alternate Meals</u></b>	<ul style="list-style-type: none"><li>• The charge limit is dropped from <u>\$9.15</u> to <u>\$1.00</u> to accommodate for "short-pays," when a student is a little short of funds. <u>Short-pays are still a charge and must be paid back.</u></li><li>• When a <i>Principal's Account</i> has not been set up beforehand with prior funding from the principal, a student who has insufficient funds for a meal will receive an Alternate Lunch* consisting of a Peanut Butter Sandwich or Sun Butter Sandwich with Milk. An Alternate Breakfast* will consist of cereal and milk.<ul style="list-style-type: none"><li>• An <b>Alternate Meal Slip</b> is provided to the student each time he/she receives an Alternate Meal.</li></ul></li></ul>

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# No-Charge Meal Policy

Colorado Springs School District 11	
<p><b>Day 31 through the end of the school year</b></p> <p><b><u>*Alternate Meals</u></b></p> <p><b>Continued...</b></p>	<ul style="list-style-type: none"> <li>• Elementary Students who have less than enough funds on their account to purchase a meal will have their card removed from the pocket chart, signifying that there is an issue and they should see the Kitchen Manager asap if they would like a meal at school.</li> <li>• The District’s auto-call system will begin to call households (on record) of students during the evenings twice per week (Tuesdays/Thursdays).               <ul style="list-style-type: none"> <li>• Negative Balance Calls                   <ul style="list-style-type: none"> <li>• ALL negative balances until the balance changes to &gt;\$0.00.</li> </ul> </li> <li>• Low Balance Calls                   <ul style="list-style-type: none"> <li>• Full Pay: &lt;\$5.00 on the student’s account</li> <li>• Reduced Students: no call</li> <li>• Free Students: no call</li> </ul> </li> </ul> </li> <li>• FNS Area Supervisors and Kitchen Managers will monitor the use of Alternate Meals and intervene on behalf of children when this is seen multiple times consecutively for a child (e.g. &gt;4 Alternate Meals.) The Kitchen Manager will notify the Principal or designee that the student has been receiving Alternate Meals and request that the principal, counselor, or community liaison contact the parent/guardian with a request to either provide meals regularly for their student, provide money to purchase a school meal, or complete an application for Free or Reduced-priced meals.</li> </ul> <p><b>ELIGIBLE HOUSEHOLDS THAT HAVE NOT APPLIED</b></p> <ul style="list-style-type: none"> <li>• Local school officials may complete an application for a child <u>known to be eligible</u> for meal benefits if the household has not applied.               <ul style="list-style-type: none"> <li>• When exercising this option, the school official must complete an application on behalf of the child based on the best household size and income information or Other Source Categorical Eligibility status <u>known to the official</u>.</li> <li>• The source of the information, administrator’s name, and administrative position must be noted on the application. Names of household members, the last four digits of the social security number, and the signature of an adult household member need not be secured. These applications are excluded from verification. However, the household must be notified that the child has been certified to receive free or reduced price benefits. <u>This option is intended for limited use in individual situations and must not be used to make eligibility determinations for categories or groups of children.</u></li> </ul> </li> </ul>

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Colorado Springs School District 11	
<b>Day 31 through the end of the school year</b>  <u><b>*Alternate Meals</b></u>  <b>Continued...</b>	<u><b>Principal’s Account</b></u> Schools or local school organizations (e.g. PTA, student clubs, Student Activity accounts, etc.) may purchase a prepaid meal account that would be provided to students with prior permission from school administration on the day when they forget their money, did not bring a meal from home, or have inadequate funds on account. The decision of whether or not to set this up with the FNS Department is a local decision made at the school level by administration.  The prepaid principal’s account may never be allowed to go “negative.”

## “Drop Day” Info

**CARRYOVER OF ELIGIBILITY:** A child’s eligibility from the prior school year is “carried” into the current school year for up to 30 operating days, beginning on the first operating day of school or when a new status is determined by a newly submitted application or download from the State. Multiple communication efforts are made by Food and Nutrition Services to prevent carryover students from “dropping” prior to their carryover status from expiring.

**The Colorado Springs School District 11 No-Charge Policy is posted at:**

<https://www.d11.org/Page/2038>

**Free and Reduced Meal Applications may be found online at:**

<https://www.d11.org/Page/2052>

**Meal Payment information may be found at:**

<https://www.d11.org/Page/6035>

Internal Reference: FNS Standard Operating Procedure 1004



# No-Charge Meal Policy

	School Food Authority Charter Sites Only
	<p>All of the above information applies to our School Food Authority Charter Sites</p> <p><b>AND</b></p> <p>District 11 Food and Nutrition Services will invoice the School Food Authority Charter Site for all “Alternate Meals” served to students in excess of three Alternate Breakfasts or Lunches per school year, as per contract.</p>