

Meal Charge and Prohibition Against Meal Shaming Policy Template

I. Purpose

The goal of the *Little Falls City School District* is to provide student access to nutritious no-or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

Unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and, and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

II. Policy

Free Meal Benefit –All students are eligible to receive ONE free breakfast and ONE free lunch meal of their choice each day. A la carte items, Second Meals or other similar items must be paid/prepaid. A 2nd Breakfast is \$1.50 and a second Lunch is \$2.55. Snacks and Second Meals are not allowed to be charged.

ONGOING STAFF TRAINING:

- Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the NYSED Webinar or the school's training program.
- Staff training includes ongoing eligibility certification for free or reduced price meals.

MINIMIZING STUDENT DISTRESS:

- In the case that a second meal is charged, Parents/guardians will be notified by mail and phone if not resolved within 10 days.
- School will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.
- Schools will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.

- Schools will not take any action directed at a pupil to collect unpaid school meal fees.
- Schools will deal directly with parents/guardians regarding unpaid school meal fees.

ONGOING ELIGIBILITY CERTIFICATION:

- School staff will conduct direct certification with NYSSIS or using NYSED Roster Upload at least monthly to maximize free eligibility.
- School staff will provide parents/guardians with free and reduced price application and instructions at the beginning of each school year in school enrollment packet.
- Schools using electronic meal application will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.
- Schools will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.
- Schools will use administrative prerogative judiciously, only after using exhaustive efforts to obtain a completed application from the parent/guardian only with available information on family size and income that falls within approvable guidelines.
- Schools will coordinate with the foster, homeless, migrant, runaway coordinators at least monthly to certify eligible students.

Students/Parents/Guardians may pay for meals in advance via *lfcsd.org*, *MYSCHOOLBUCKS* or with a check payable to *Little Falls City School District, Lunch Account*. Funds should be maintained in accounts to minimize the possibility that a child may be without money. Any remaining funds for a particular student may/will be carried over to the next school year.

Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the *Little Falls City School District Food Service Program*.

Popular Topics

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- [Recalls](#)
- [Regulations \(link is external\)](#)
- [Reimbursement Rates](#)
- [Reports](#)
- [Resource Order Form](#)
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- [Smart Snacks in School](#)
- [Think Breakfast \(link is external\)](#)

How Do I...?

- [Add a Program](#)
- [Add a Recipient Agency](#)
- [Add a User to CNMS](#)
- [Adjust a Claim](#)
- [Become a New SFA](#)
- [Complete the Annual Renewal](#)
- [Complete the Health Inspection Report](#)
- [Conduct a Self-review](#)
- [Determine Selling Prices](#)
- [Determine the Paid Lunch Price \(PLE\)](#)
- [Develop a Meal Charge/Anti-Shaming Policy](#)
- [Find Free Summer Meals \(link is external\)](#)
- [Prepare the Cash Analysis](#)
- [Renew SAMS Registration](#)
- [Report Fraud, Waste, and Abuse](#)
- [Request a Low-Fat Flavored Milk Allowance](#)
- [Request a Whole Grain-Rich Exemption](#)
- [Reset my CNMS password](#)
- [Submit a Claim](#)
- [Terminate Participation](#)

Quick Links

- [CDC \(link is external\)](#)
- [CACFP \(link is external\)](#)
- [Child Nutrition Management System](#)

- [DUNS \(link is external\)](#)
- [Food Buying Guide \(link is external\)](#)
- [FRAC School Breakfast \(link is external\)](#)