

## Local Meal Charge Policy Considerations for All SFAs

*As provided in SP 46-2016, no later than July 1, 2017, all SFAs operating the Federal school meal programs are required to have a written meal charge policy. An SFA may have a consistent policy for all students in the school district or choose to apply the policy differently based on student grade level.*

***For each entity or grade level that has a different policy, FNS encourages SFAs to explain in the policy:***

1. Are students unable to pay for their meal at the time of the meal service allowed to charge a meal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, which meals may be charged? <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snacks
2. If students are allowed to charge a meal, is there a limit to the number of charges or dollar limit allowed before requiring payment of the debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, what is the number or dollar amount for the charge limit(s)? _____
3. If students are allowed to a charge meal, will they receive reimbursable or alternate meals?	<input type="checkbox"/> Reimbursable <input type="checkbox"/> Alternate <input type="checkbox"/> N/A	If students will receive an alternate meal, what will the meal contain? (Include all meals that apply.) <ul style="list-style-type: none"> <li>• Breakfast: _____</li> <li>• Lunch: _____</li> <li>• Afterschool Snacks: _____</li> </ul>
4. If students are allowed to charge a meal, will they have limitations on the foods they may select for a reimbursable meal?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If yes, what are the limitations? _____ _____ _____

<p>5. Where can families find assistance with applying for free or reduced price school meals?</p>	<p><i>Information for families:</i></p> <p>_____</p> <p>_____</p> <p><i>Contact information for an SFA or school official:</i></p> <ul style="list-style-type: none"> <li>• <i>Name:</i> _____</li> <li>• <i>Phone:</i> _____</li> </ul>
<p>6. How will the SFA notify households of low or negative balances?</p>	<p><i>Low balance notification policy:</i></p> <p>_____</p> <p>_____</p> <p><i>Negative balance notification policy:</i></p> <p>_____</p> <p>_____</p>
<p>7. What resources are available to assist families with paying for their children's meals or debt?</p>	<p><i>List of resources for families (i.e., repayment plans):</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>8. How will delinquent meal charges be managed by the SFA?</p>	<p><i>Delinquent charges management policy:</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>9. Which office or personnel will be responsible for managing the charges?</p>	<p><i>Contact information for SFA or school official:</i></p> <ul style="list-style-type: none"> <li>• <i>Name/Office:</i> _____</li> <li>• <i>Phone:</i> _____</li> </ul>
<p>10. What are the consequences for families that fail to repay a debt?</p>	<p><i>Consequences for families:</i></p> <p>_____</p> <p>_____</p>