

Child Nutrition Meal Account Procedure

Purpose

The purpose of this procedure is to maintain compliance with state and federal guidelines for student meal accounts through the Federally Funded Child Nutrition Program. The District uses an automated system (MealTime) where all meal collections are recorded. MealTime is available through the May ISD website at: <https://www.mayisd.com/foodservices> and is used for all students regardless of free, reduced, or full pay status of students. This procedure establishes a grace period for students with exhausted or insufficient meal account balances.

General

Parents are allowed to access MealTime online and add funds to a student account at any time. Information on access and use of funds is available on the May ISD food services webpage at: <https://www.mayisd.com/foodservices>.

When a student has exhausted funding in their meal account the grace period commences as soon as the account is exhausted. The student will continue to be served standard breakfast and lunch meals based on the grade level described below:

Pre-K through Twelfth Grade-Standard meals will continue to be served for three days, after that time an alternate meal will be served.

An alternate meal consists of all standard sides and a sandwich in place of entrée and there is no charge for alternate meals. For privacy and to minimize overt identification of students only the cashier is aware of insufficient balances. The cashier will change the entrée for alternate selection as discreetly as possible.

No additional fees (i.e., late fees or interest on the meal account) will be accessed.

Staff charge limit is \$5.00.

Parents will be notified when meal accounts are \$5.00 or below. This notification is sent via email, based on the May ISD student information system, Ascender.

Once the account is exhausted individual letters are sent to parents:

Pre-K through Sixth grade: written notification distributed by student's home room teacher to the parent or electronic notification to parent by school notification system.

Seventh through Twelfth grade: electronic notification to parents once a week by school notification system.

Parents are emailed meal account balances via standard mail based if the account balance is negative monthly.

Additionally, OneCall (text messaging) will be used to contact parents of insufficient and exhausted balances when available monthly.

Balances Owed: At the end of the school year outstanding balances for each student will be calculated and notification sent to parents will be sent via email requesting payment.

Students with unpaid balances will not receive a final report card/ diploma/or records request until balances are paid in full.

Unclaimed Funds: Balances must be requested within one school year. Unclaimed funds will then become the property of May Independent School District.

Staff Roles

Title	Staff Description	Role and Responsibilities
Business Manager	Finance	General entry reimbursement to Child Nutrition Fund for past due student meal accounts. Work with the Child Nutrition Director in collection and with any other issue regarding payment and collection of student meal accounts.
Child Nutrition Director	Program for Child Nutrition	Causes the report of insufficient meal accounts to be run. Causes school messaging systems to send insufficient meal account reminders. Confer with principals on student meal selection and/or collection process. Emails insufficient meal account notifications. Process year end report on outstanding balances for write off to business manager. Email letters to secondary student's parents in regard to insufficient meal accounts. Cause to be prepared insufficient meal account letters and sent to either home room teachers or principals. Train cashiers in a manner in which alternate meals are delivered discreetly.
Campus Principal	Campus Administrator	Confer with the Child Nutrition Director on continuation of standard meals for appropriate students and assist as needed in the collection process.
Pre-K through Fourth grade teachers	Home Room Teacher for Students	Receive letter from the Child Nutrition Director to distribute in the students communication folder.
Child Nutrition Cashiers	Grant reconciliation and close out for final reporting	Discretely exchange standard to alternate as required by procedure.

Failure to Comply

Employees not following procedure or protocol will require formal disciplinary action.