

**Tatum ISD – Child Nutrition Food Services
2023 – 2024**

Charging Policy

Dear Parents/Guardians of Tatum ISD Students:

1. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFA) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the ability of an alternate meal. Because all students in participating schools may receive reimbursable school meals, all SFA must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

2. Purpose of Policy

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, student and parent/guardian to the maximum extent possible.
- To establish age appropriate policies.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student.
- To establish a consistent district policy regarding charges and collection of charges.

3. Scope of Responsibility

The Child Nutrition Food Service Department, Campus Cafeteria Manager, and Campus Principal: Responsible for maintaining charge records and notifying the student's parent/guardian.

4. District Policy on Student Charging for all Schools.

- Students are allowed to Charge Breakfast Meals and Lunch Meals.
- Students are allowed to charge up to \$15.00 Reimbursable meals.
- Students are not allowed to charge any Ala Carte/Snack items.
- Students that exceed \$15.00, student will be given an Alternate Meal.

5. District Policy on Employee Charging for all Schools.

- Employees are allowed to charge Breakfast Meals and Lunch.
- Employees are not allowed to charge meals off of student accounts.
- Employees must set up their own account per school.

- Employees are allowed to charge up to \$20.00
- Employees must pay off all of their charges before the last day of regular school year.

6. District Policy on Alternate Meals.

- Students that exceed \$15.00 of charging will be issued a Reimbursable Alternate Meal on a regular tray.
- Students will continue this process until balance is paid.

7. Ways to research and add money to a student's account are:

- <https://www.tatumisd.org/foodservices>
- Lunch Money Now - <https://www.lunchmoneynow.com/lmntat/splash.php>
- You can also send money by your child, in sealed envelope, with clear instructions for the money.

8. Refunds

For withdrawn students and/or graduating students, a written request/email (containing student's name and address), to where a refund of any money remaining in their account must be submitted. Parents that are requesting transfer of money to another sibling must be submitted in writing or by email to thompsonv@tatumisd.org

Thank You,

TATUM INDEPENDENT SCHOOL DISTRICT

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1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. Email: program.intake@usda.gov.

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