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?	☐ Yes ☐ No	*If yes, which meals may be charged?* ☐ Breakfast ☐ Lunch ☐ 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?	☐ Yes ☐ No ☐ 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?	☐ Reimbursable ☐ Alternate ☐ N/A	*If students will receive an alternate meal, what will the meal contain? (Include all meals that apply.)* • *Breakfast:_____* _____ • *Lunch: _____* _____ • *Afterschool Snacks: _____* _____
4. If students are allowed to charge a meal, will they have limitations on the foods they may select for a reimbursable meal?	☐ Yes ☐ No ☐ N/A	*If yes, what are the limitations?* _____ _____ _____

5. Where can families find assistance with applying for free or reduced price school meals?	*Information for families:* _____ _____ *Contact information for an SFA or school official:* • *Name:* _____ • *Phone:* _____
6. How will the SFA notify households of low or negative balances?	*Low balance notification policy:* _____ _____ *Negative balance notification policy:* _____ _____
7. What resources are available to assist families with paying for their children's meals or debt?	*List of resources for families (i.e., repayment plans):* _____ _____ _____
8. How will delinquent meal charges be managed by the SFA?	*Delinquent charges management policy:* _____ _____ _____
9. Which office or personnel will be responsible for managing the charges?	*Contact information for SFA or school official:* • *Name/Office:*_____ • *Phone:* _____
10. What are the consequences for families that fail to repay a debt?	*Consequences for families:* _____ _____