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:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Yes or No</th>
<th>Number or Dollar Amount</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are students unable to pay for their meal at the time of the meal service allowed to charge a meal?</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ N/A</td>
<td>☐ Yes</td>
<td>☐ Breakfast, ☐ Lunch, ☐ Afterschool Snacks</td>
<td>☐</td>
</tr>
<tr>
<td>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?</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ N/A</td>
<td>☐ Yes</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. If students are allowed to charge a meal, will they receive reimbursable or alternate meals?</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ N/A</td>
<td>☐ Yes</td>
<td>☐ Breakfast: ☐, ☐, ☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. If students are allowed to charge a meal, will they have limitations on the foods they may select for a reimbursable meal?</td>
<td>☐ Yes</td>
<td>☐ No</td>
<td>☐ N/A</td>
<td>☐ Yes</td>
<td>☐ Lunch: ☐, ☐, ☐</td>
<td>☐</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>☐ Afterschool Snacks: ☐, ☐, ☐</td>
<td>☐</td>
</tr>
<tr>
<td>Question</td>
<td>Information for families:</td>
<td></td>
<td></td>
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<td>-------------------------------------------------------------------------</td>
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</tr>
</tbody>
</table>
| 5. Where can families find assistance with applying for free or reduced price school meals? | **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:**  
  -  
  -  