

**ADMINISTRATIVE  
DIRECTIVE**

<b>Administrative Directive Title:</b> <b>Meal Charge Procedures</b>	<b>AD Number:</b> <b>3.500.1</b>	<b>Adopted:</b> July 2018
<b>Policy References:</b> <a href="#">Board Policy 3.500</a> – Food Nutrition Management	<b>Revised:</b> 3/19; 7/22	

1 All school food authorities operating a federal school meal program must have a written and clearly  
2 communicated meal charge administrative procedure. This procedure will be communicated to  
3 families and school district employees on an annual basis through the publication of the Parent  
4 Handbook. This procedure will also be available online on the district website.

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6 **GENERAL**  
7 Students who are unable to pay for their meals at the time of the meal service are allowed to charge  
8 breakfast and lunch. Students charging breakfast and/or lunch will receive a complete reimbursable  
9 meal. The school district does not provide alternative meals.

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11 The district does not allow employees to charge meals or a la carte items.

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13 **CHARGE LIMITS**  
14 There are no reimbursable meal charge limits for students.

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16 **HOUSEHOLD NOTIFICATION**  
17 Cafeteria managers will place charge notices in teacher mailboxes on a daily basis. Daily e-mail  
18 reminders will also be sent from the district’s Nutrition Department. The school’s administration  
19 may also choose to contact the parent/guardian.

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*Legal References*  
45 CFR § 164.306, 164.316