

Child Nutrition Charge Policy

Board Policy: A-43
Adopted: July 13, 2009
Revised: April 9, 2012

I. General Policy Statement

The Child Nutrition Program (CNP) of the Haywood County Schools is a non-profit, self-supporting program. All proceeds are used to provide food, personnel, supplies, equipment, etc. to operate the program. Providing high quality, nutritious meals in a pleasant environment is the primary mission of our Child Nutrition Department.

School Administrators and CNP personnel will work to ensure that students are treated with respect and dignity while being held responsible for any credit extended.

The following regulations apply whenever students have financial needs.

II. Regulations

- A. At the beginning of each school year, and whenever a child is in need, school and CNP personnel will make every reasonable effort to ensure that eligible households complete an application form for free or reduced priced meal benefits. When it is clear that a child needs free or reduced meals and the parent will not complete the application, the principal will work with the Child Nutrition Department to process the form. Completion of a meal application and approval of free or reduced benefits does not eliminate previous charges.
- B. At the beginning of each school year students and parents will be informed of the meal charging procedure for their school. Should any student forget their meal money or have inadequate funds in their CNP account, credit up to \$5.00 for regular meals will be provided. A letter (notice) will be sent to parents when charges occur. Students will be verbally reminded each time a meal is charged. When charges reach \$5.00 or more an Alert Now message will be sent to the parent. If payment is not received and charges continue the principal will send a follow-up letter.
- C. The charging of a-la-carte items is not permitted.
- D. At the elementary and middle school levels, teachers and other school personnel should be observant of any child not having lunch and contact the principal or cafeteria manager. They will work with the child and parent to ensure that the child is fed. If a problem occurs at the high school level, students/parents should see the principal, an assistant principal, or the cafeteria manager whenever there are continuing financial difficulties.
- E. If parent/guardian does not respond to the notification letters the Principal or designee will call the parent/guardian of the student personally.

- F. If charges still remain unpaid, the school social worker or guidance counselor will contact Social Services for resolution assistance. The Child Nutrition Department may also seek resolution through a collection agency.

III. Adult Meal Charge Procedure

No adult charging of meals is permitted. Adult charges are considered an unauthorized expense. USDA's Agreement to Administer the Federally-funded Child Nutrition Program states, "Child Nutrition funds may not be used to support or supplement adult meals and or snacks."

Legal References: G.S. 115C-263; -264; National School Lunch Act