

Sisseton School District Meals: Student lunch for the 2019-20 school year will cost \$2.90.

Free or reduced meal applications are available by [clicking here](#)
| <http://sisseton.k12.sd.us/District%20Documents/2019-20%20Application%20for%20Free%20and%20Reduced-Priced%20Meals.pdf>
or please visit the Business Office or each school office. Thank you.

Sisseton School District Meal Charge Policy

I. FEDERAL REQUIREMENT

The purpose of this policy is to address the need for school food authorities (SFAs) 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 availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs 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.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirements at : <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

II. 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 policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payment and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

III. SCOPE OF RESPONSIBILITY

- The food service department, Business Manager, Administrative Assistants: Responsible for maintaining charge records and notifying the student's parent/guardian.

- The Parent/Guardian: Immediate payment

IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefits. Applications are available in the school business office.
2. Families are encouraged to pre-pay for meals and money is accepted in the school business office daily for payments on the day of service. Payments may also be made online at our school website www.sisseton.k12.sd.us under the link PaySchool or mailed to 516 8th Ave. W., Sisseton, SD 57262.
3. **Elementary students:** Notices on negative balance accounts are sent home with students weekly on Wednesday's.
 - a. Any student who has a negative balance will not be allowed to eat the school breakfast or lunch until the balance is paid. At lunch, these students will be offered a cheese sandwich and carton of milk. If the balance is not paid after two weeks, the account will be turned over to the appropriate authorities and dealt with in a legal manner.
 - b. A letter will be sent home with the child and one in the mail informing the parent that the child will be receiving a cheese sandwich and milk on Monday if the balance is not paid.
 - c. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
4. **Middle School students:** Notices on negative balance accounts are sent home with students weekly on Wednesday's.
 - a. Any student who has a negative balance will not be allowed to eat the school breakfast or lunch.
 - b. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
5. **High School students:** Notices on negative balance accounts are sent home with students weekly on Wednesday's.
 - a. Any students who has a negative balance will not be allowed to eat the school breakfast or lunch.
 - b. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase the day's meal.
6. Families may contact the school business office at 605-742-2112 to discuss payment plan options.

Effective Date 7/1/2017

Non-Discrimination Statement

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

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