



Colorado Springs School District 11

Food and Nutrition Services

Meal Charge Policy

Colorado Springs School District 11 maintains a "No" Charge Policy with the exception of the first few days of school. Students are permitted to charge meals on a limited basis until September 1st. The number of charges permitted is based on grade level. Elementary students may charge up to the value of two breakfast and two lunches combined. Secondary students may charge up to the value of one breakfast and one lunch combined.

District 11 complies with Federal USDA policies on meal charging and debt collection.

All meal charges must be paid back to District 11 per Federal requirements. Uncollected meal debt will be sent to collections per Federal guidelines and FNS Administrative Procedure 602.

Zero-Balance Prevention:

Parents can track balances themselves [online](#), sign up for email notifications for free, and set up an auto payment low-balance threshold by following the links to the MySchoolBucks.com web site.

Every student may access their meal account at www.myschoolbucks.com

(Please Note: charter school students should select Colorado Springs School District 11 in the "School District" drop-down menu.)

If behavior patterns develop with students who consistently do not have money for meals, the Kitchen Manager will discuss this problem with the principal, counselor, student, or parent to determine the best solution for the student.

Adult Meals:

Adults are not allowed to charge meals or A la Carte purchases, as per USDA policy regarding school food service use of Federal National School Lunch Program funds.

The "No Meal Charge" policy has been in place in District 11 since 2001.

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No-Charge Meal Policy

Colorado Springs School District 11	
<p><u>Meal Charges</u></p>	<ul style="list-style-type: none">• Charge slips are given to each student at the time he/she charges a meal.• All charges must be paid back to District 11 Food & Nutrition Services. Collection efforts will begin the first week of October.• Elementary Students who have less than enough funds on their account to purchase a meal will have their card removed from the pocket chart, signifying that there is an issue and they should see the Kitchen Manager asap if they would like a meal at school.• Email Low Balance Warnings: As a free service, MySchoolBucks.com will automatically send an email to parents who have registered with a valid email address and/or apply an automatic payment to their students account when this feature has been set up in the web-based system with a user-defined low-balance threshold. <p>If a student has or exceeds the maximum charge limit prior to September 1st, he/she will be provided an Alternate Lunch* or Breakfast* as described below.</p>
<p>September 1st through the end of School Year</p> <p><u>*Alternate Meals</u></p>	<p>ANY student may work in the kitchen and receive a meal at NO cost.</p> <ul style="list-style-type: none">• The charge limit is dropped to \$.40 to accommodate for “short-pays,” when a student is a little short of funds. <u>Short-pays are still a charge and must be paid back.</u>• When a <i>Principal’s Account</i> has not been set up beforehand with prior funding from the principal, a student who has insufficient funds for a meal will receive an Alternate Lunch* consisting of a Peanut Butter Sandwich or Sun Butter Sandwich, package of dried fruit, and 8 oz bottle of water. An Alternate Breakfast* will consist of cereal, package of dried fruit, and milk.<ul style="list-style-type: none">• An Alternate Meal Slip is provided to the student each time he/she receives an Alternate Meal.

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No-Charge Meal Policy

	Colorado Springs School District 11
<p>September 1st through the end of the school year</p> <p><u>*Alternate Meals</u></p> <p>Continued...</p>	<ul style="list-style-type: none">• Elementary Students who have less than enough funds on their account to purchase a meal will have their card removed from the pocket chart, signifying that there is an issue and they should see the Kitchen Manager asap if they would like a meal at school.• FNS Area Supervisors and Kitchen Managers will monitor the use of Alternate Meals and intervene on behalf of children when this is seen multiple times consecutively for a child (e.g. >4 Alternate Meals.) The Kitchen Manager will notify the Principal or designee that the student has been receiving Alternate Meals and request that the principal, counselor, or community liaison contact the parent/guardian with a request to either provide meals regularly for their student, provide money to purchase a school meal, or complete an application for Free or Reduced-priced meals. <p>ELIGIBLE HOUSEHOLDS THAT HAVE NOT APPLIED</p> <ul style="list-style-type: none">• Local school officials may complete an application for a child <u>known to be eligible</u> for meal benefits if the household has not applied.<ul style="list-style-type: none">• When exercising this option, the school official must complete an application on behalf of the child based on the best household size and income information or Other Source Categorical Eligibility status <u>known to the official</u>.• The source of the information, administrator's name, and administrative position must be noted on the application. Names of household members, the last four digits of the social security number, and the signature of an adult household member need not be secured. These applications are excluded from verification. However, the household must be notified that the child has been certified to receive free or reduced price benefits. <u>This option is intended for limited use in individual situations and must not be used to make eligibility determinations for categories or groups of children.</u>



No-Charge Meal Policy

Colorado Springs School District 11	
<p>September 1st through the end of the school year</p> <p>*Alternate Meals</p> <p>Continued...</p>	<p>Principal’s Account</p> <p>Schools or local school organizations (e.g. PTA, student clubs, Student Activity accounts, etc.) may purchase a prepaid meal account that would be provided to students with prior permission from school administration on the day when they forget their money, did not bring a meal from home, or have inadequate funds on account. The decision of whether or not to set this up with the FNS Department is a local decision made at the school level by administration.</p> <p>The prepaid principal’s account may never be allowed to go “negative.”</p>

“Drop Day” Info

CARRYOVER OF ELIGIBILITY: A child’s eligibility from the prior school year is “carried” into the current school year for up to 30 operating days, beginning on the first operating day of school or when a new status is determined by a newly submitted application or download from the State. Multiple communication efforts are made by Food and Nutrition Services to prevent carryover students from “dropping” prior to their carryover status from expiring. Within a week or two of the carryover drop on or near October 1 each year, the District 11 Free and Reduced Registrar will send a list of students who will “drop” because they have not submitted a new application with a request for principals or their community liaisons to contact the families and let them know they need to submit a new application asap to prevent interruption to their school meal benefits.

The Colorado Springs School District 11 No-Charge Policy is posted at:

<https://www.d11.org/Page/2038>

Free and Reduced Meal Applications may be found online at:

<https://www.d11.org/Page/2052>

Meal Payment information may be found at:

<https://www.d11.org/Page/6035>

Internal Reference: FNS Standard Operating Procedure 1004