

**Policy 710.04: Meal Charges**

**Status:** ADOPTED

**Original Adopted Date:** 05/01/2021 | **Last Revised Date:** 10/24/2022 | **Last Reviewed Date:** 10/24/2022

In accordance with state and federal law, Dallas Center-Grimes school district adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

**Payment of Meals**

Students in Grades K-12:

- Money may be deposited in a student or staff account online with RevTrak at:  
<https://dcgschools.revtrak.net/meal-payments/>
- E-mailed balance alerts may be set-up on-line at the RevTrak site.
- Money may be deposited in a student or staff account at the school you attend, by using cash or checks made payable to: Dallas Center - Grimes Schools Nutrition Services.
- Students in grades K-12 shall be offered one breakfast and one lunch meal (as defined by the USDA) each day. The student's account will be charged for each meal purchased/served.
- Standard breakfast and lunch meals may be charged as a deficit balance. Ala carte items, extras, second entrees or meals may not be charged on a deficit balance account.
- No student shall be denied a meal, no matter their outstanding balance or qualification for assistance.
- Any family that has accumulated at least fifty dollars of debt when all children's delinquent accounts are combined shall be submitted to a 3rd party collection agency to recover the total negative account balance unless payment arrangements have been made with the district.

Parents/guardians are responsible for monitoring their student's lunch account balances to insure adequate funds are available to purchase meals. Parents/guardians are highly encouraged to utilize the district's electronic access to monitor their student's lunch account balance via the online student database, as well as access other valuable information regarding the Nutrition program provided on the web site and in the district's newsletter. If a parent/guardian does not have access to the Internet, they may call the school office or any school attendance center to check their student's account balance or obtain other information. Notifications will be sent twice weekly for negative balance accounts to help parents be aware of low balances.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

**Unpaid Student Meals Account**

The district will establish an unpaid student meals account in a school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

**Communication of the Policy**

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

It is the responsibility of the superintendent to develop administrative regulations for implementing this policy.