

Frisco Independent School District Unpaid Meal Charge Policy

The purpose of this policy is to establish consistent meal account procedures throughout the Frisco Independent School District. Pursuant to State and Federal Regulations all Child Nutrition Programs on the NSLP are required to “break even” at the close of each school year. The goals of this policy will ensure the completion of this goal on an annual basis.

Parents/Guardians are encouraged to sign up at [SchoolCafe](#) where they can monitor and manage their student’s meal account. Benefits include:

- Low-balance email alerts
- Monitor account balance and meal transactions (no payment necessary to access this feature)
- Set up automatic payments
- Pay online:
 - debit and credit card convenience fee of only **3.5%** (\$.70 for a \$20 payment)
 - no convenience fee for electronic checks

Cash or check payments are accepted at the school cafeteria. Free and reduced meal applications are available at every campus and on-line at [SchoolCafe](#).

Elementary: Students with no money in their account will be allowed a grace-period to charge a **complete** meal (must include a fruit or vegetable) up to \$9.00 for full pay students and \$1.60 for reduced pay students. This will allow time for parents to make a deposit in the student’s account or set-up a payment plan if necessary. Students may **not** charge any a la carte items. After charging \$5.00, parents will be notified by the café supervisor along with an automated call. After charging \$7.50 the school principal and counselor will be notified of students reaching this limit. After the student reaches the maximum charge limit, the student will receive, and be charged for, courtesy meals.

Middle School: Students with no money in their account will be allowed a grace-period to charge a **complete** meal (must include a fruit or vegetable) up to \$13.00 for full pay students and \$1.60 for reduced pay students. This will allow time for parents to make a deposit in the student’s account or set-up a payment plan if necessary. Students may **not** charge any a la carte items. After charging \$5.00, parents will be notified by the supervisor along with an automated call. After charging \$9.00 the school principal and counselor will be notified of students reaching this limit. After the student reaches the maximum charge limit, the student will receive, and be charged for, courtesy meals.

Eighth grade students: Please note policy change for High School students, **maximum** charge limit is \$15.00 then the student will need to make all purchases with cash or check until their negative balance is paid.

High School: Students with no money in their account will be allowed a grace-period to charge a **complete** meal (must include a fruit or vegetable) up to \$15.00 for full pay students and \$1.60 for reduced pay students. This will allow time for parents to make a deposit in the student’s account or set-up a payment plan if necessary. Students may **not** charge any a la carte items. After charging \$7 parents will be notified by the supervisor along with an automated call. After charging \$10.00 the school principal and counselor will be notified of students reaching this limit. After the student reaches the maximum charge limit, the student will need to make all purchases with cash or check until their negative balance is paid.

All balances will be carried over to the next school year. If you need to discuss a payment plan option, contact FISD Child Nutrition at friscocafe@friscoisd.org.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. 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 **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; **Fax:** (202) 690-7442; **or Email:** program.intake@usda.gov. This institution is an equal opportunity provider. 06 2019