



# Chisum ISD

## District School Meals Charging Policy

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*Chisum ISD will allow meal charges in the cafeteria according to the following guidelines.*

- **District Staff** may charge up to, but no more than \$12.00 in school meals.
  - All staff charges must be paid in full by the 25<sup>th</sup> of each month.
- **Students** may charge up to, but no more than \$25.00 in school meals.
  - Students may only charge for reimbursable meals (*Any A la Carte items are not allowed for charging*).
- Chisum ISD is not responsible for notifying families when a student's account is low.
  - It is the responsibility of the parent/guardian to ensure that a student has enough money on his/her account for meals.
    - You can manage your student's account by visiting [www.myschoolbucks.com](http://www.myschoolbucks.com) or contact the student's campus if you have questions regarding the account.
- A Low Cost Meal will be served for breakfast and lunch when a student's account has reached the allowable limit.
  - Breakfast: Toast & Jelly with Water
  - Lunch: Grilled Cheese Sandwich & Fresh Fruit with Water
    - These meals are FREE of Charge to any student that does not have enough money to cover the cost of a regular reimbursable meal.
- All meal charges are the responsibility of the parent/guardian.
  - Charges that have incurred during the application process are the parent/guardian's responsibility.
    - By law, our district has 10 operating days to approve an application once it has been received in the Child Nutrition Office (all charges during this time, are the responsibility of the parent/guardian).
- Any meal charges left UNPAID at the end of a school year will be classified as Delinquent Debt.
  - Delinquent Debt can be resolved by making arrangements with the Child Nutrition Department for payment options.
  - Any Delinquent Debt left owed will begin the new school year meal balance with a negative and must be paid or kept under the allowable limit or low cost meals will be served.
  - Any Delinquent Debt left UNPAID will be reclassified as **Bad Debt** and defined as according to the Federal Regulations at 2 CFR 200.426.
    - Reclassification of **Bad Debt** will occur by end of business *on August 31<sup>st</sup>*.

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➤ **For any further questions, or information regarding this policy, you may contact Wanda Armstrong, Child Nutrition Director, at 903-737-2820 Ext: 3160 or [warmstrong@chisumisd.org](mailto:warmstrong@chisumisd.org).**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Acknowledged by: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian (**Please PRINT**)

\_\_\_\_\_  
Parent/Guardian (**Signature**)

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