



Killeen Independent School District

TO: Principals and School Nutrition Managers and Staff

FROM: Megan Bradley, Chief Financial Officer 
Evan Leach, Director for School Nutrition 

DATE: March 21, 2019

SUBJECT: Cafeteria Charge Policy

A student's meal tray will never be pulled from the student due to lack of funds. As of November 27 2017, all students can charge two meals at their reduced and/ or full priced eligibility rate. This change will allow students with deficit accounts to continue to receive nutritious meals while School Nutrition contacts the parents. In addition to this 2- meal charge policy, students will be allowed a "Grace Period" in which they may charge for 5- additional days, before "courtesy meals" are served. Once a student has exhausted the additional 5- days, the campus administration will contact the parent before the "courtesy meal" is served the following day. Once determined that a courtesy meal may be served, the School Nutrition staff and Campus administration will work collaboratively to ensure students receive the appropriate meal. Parents are expected to repay the cafeteria the charge amount. This charge policy may be repeated as needed, as long as the account has not exceeded the maximum number of charges allowed. The policy does not pertain to Ala Carte items. Additionally, it does not pertain to adults who do not have money to cover their meals.

Each Campus will adopt one of the following options listed below to handle students who have reached their maximum number of charged meals. The options are:

- Using funding provided by the district, purchase items to make peanut butter and jelly or cheese sandwiches. These products will be given to the Cafeteria staff to prepare and offer to students. This funding may also be used to setup a milk account with the Cafeteria staff to purchase milk/milk alternative which will be provide with each "courtesy meal".
- Ask the campus PTA/PTO to provide funds to the cafeteria and establish an account that can be used when a student does not have meal money.
- Provide funds to the Cafeteria using campus activity funds to establish an account to be used when a student does not have meal money.
- The Principal has discretion to allow or disallow "courtesy meals" at breakfast

The campus staff, school nutrition staff and district leadership will make every possible effort to notify the parents of the student's negative balances. The following communication methods will be used: telephone calls, Emails, daily written notes (elementary/middle school only), Blackboard Connect and Paypams.