
Note: The Texas Department of Agriculture provides further guidance related to the management of food and nutrition programs in the [Administrator's Reference Manual \(ARM\)](#).¹

**School Meal
Leftovers**

All state and local health and safety regulations will be followed if the District allows a campus to minimize food waste by selling, sharing, or donating school meal leftovers.

Sales

The District does not allow leftovers to be sold at a campus cafeteria or other designated eating area as second meals, à la carte items, or meals.

Sharing Tables

The District allows a campus to set up leftover sharing tables for school meal items students do not want.

The District will follow procedures to limit the risk posed to students with food allergies and address the care of students with a diagnosed food allergy who are at risk for anaphylaxis. [See FFAF]

**Free or Reduced-
Price School Meals**

A parent and/or guardian may contact the school principal, or the SFDR CISD Food Services Department to obtain information for applying for free or reduced-price school meals.

A student who qualifies for free meals will never be denied a meal, even if the student has a negative balance from other purchases, such as à la carte items.

[See COB for further information on free and reduced-price meals.]

**Nondiscrimination
Statement**

When applicable, the District will include the nondiscrimination statement provided by the U.S. Department of Agriculture (USDA) on all forms of its communications and printed program materials.

**Insufficient Meal
Card or Meal
Account Balance**

Any student who uses a meal account to purchase his or her school meals, including reduced-price meals, will be allowed a grace period each school year, as established by the Board, during which the student may continue to charge up to 10 school meals after the account balance has been exhausted. [See CO(LOCAL)]

The student will not be allowed to charge à la carte items or extra items during the grace period.

Any student who has an insufficient meal account balance will be able to purchase a meal if the student brings cash to purchase the meal.

Lowest-Cost
Reimbursable Meal

After the grace period has ended, the student will be served the lowest-cost reimbursable meal until the meal account balance is paid.

Medical Notification When offering lowest-cost reimbursable meals, the District will provide modified meals to any student requesting dietary accommodations in accordance with his or her care plan. [See FFAF]

Overt Identification The District will not use any strategy or notification method that overtly identifies the free and reduced-price meal eligibility or unpaid account status of any student. Examples of prohibited practices include:

- Announcing or publicizing the names of students who have insufficient funds or unpaid meal charges.
- Requiring students who have free or reduced-price meal eligibility or unpaid meal charges to use a different serving line to pick up a lowest-cost reimbursable meal.
- Notifying students about a low or negative account balance in front of other students.
- Using hand stamps, stickers, or other physical markers to identify students' account status or asking students to raise their hands to self-identify their account status.
- Sending visibly marked notices home with students who have outstanding balances.

To prevent the overt identification of a student with insufficient funds, the student and parent will be discreetly instructed on how the student will access the lowest-cost reimbursable meal in the food service line, and the lowest-cost reimbursable meal will be available to all students as a choice on the regular meal service line.

Notification The District will make reasonable efforts to notify families when meal card or meal account balances are low and will communicate privately with families to resolve unpaid charges. Notification methods that overtly identify a student with unpaid meal charges are prohibited.

The parent or guardian will be notified in writing by the cafeteria manager within five (5) days after the student's meal account balance is exhausted. [See CO(EXHIBIT)]

Repayment Unpaid student meal charges become a debt owed to the District. The District will begin collecting debt immediately after expiration of the grace period.

The District will apply a delinquent debt collection period for unpaid charges not to exceed one year.

The District will make reasonable efforts to collect unpaid meal charges classified as delinquent debt and will establish a schedule for repayment. Only appropriate school personnel trained in USDA confidentiality requirements may request payment from families with unpaid meal charges. [See CO(EXHIBIT)]

If a parent and/or guardian does not repay a debt, the District will take the following actions:

- The debt will be turned over to the Superintendent or designee for collection.
- The District will use any other legal method permitted by law.

¹ Administrator's Reference Manual (ARM):
<http://www.squaremeals.org/Programs/NationalSchoolLunchProgram/NSLPPolicy&ARM.aspx>