

## LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

**AGENDA ACTION ITEM**

**TOPIC:** FIRST PRESENTATION/REVIEW OF REVISED POLICIES EFDA COLLECTION OF MONEY/FOOD TICKETS, AND JL STUDENT WELLNESS

**SUBMITTED BY:** Michael Murray, Director of Business Services

**DATE FOR BOARD CONSIDERATION:** June 20, 2017

**RECOMMENDATION:**

It is recommended that the Board approve the first presentation of revised Policies EFDA Collection Of Money/Food Tickets, and JL Student Wellness.

**RATIONALE:**

Per Arizona School Boards Association Policy Services Advisories, dated April 2017, the following policy revisions are being presented:

***Policy Advisory No. 586 and 587 EFDA — Collection of Money/Food Tickets and JL — Student Wellness.***

The United States Department of Agriculture has provided guidance related to unpaid meal charges through Department Memos SP 46-2016, 47-2016, and SP 23-2017, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments." Guidance provided in these memos has been incorporated into Policy EFDA and JL. Please note that ASBA Policy Services has established specific conditions related to Meal Charges in Policy EFDA (see items A, B, & C in the text) that are suggested by Policy Services but not mandated by USDA. However, USDA does mandate that conditions are established by districts. As long as districts comply with USDA guidance, these conditions can be locally determined.

Approved for Transmittal to Governing Board

  
Superintendent

**EFDA ©**  
**COLLECTION OF MONEY /**  
**FOOD TICKETS**

**Meal Charges**

To ensure students receive the nutrition they need to stay focused during the school day, the District shall maintain a meal charge program that minimizes identification of children with insufficient funds to pay for school meals and maintains the financial integrity of the district food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents and guardians of all children who attend the school in the District information regarding the availability of reimbursable school meals and shall provide, in writing, information about applying for free or reduced price meals. The District will promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

~~The Board shall permit students to incur reasonable charges for replacement meal tickets or special meal arrangements, and parents/guardians shall be contacted for payment. The District shall inform students and parents/guardians in writing of the District's policy regarding missing tickets and the students' responsibility for their tickets. The notice shall be provided to all households at the time they begin participating in the food services program.~~

~~A minimum of three (3) replacements, or special meal arrangements resulting from three (3) lost or stolen tickets, shall be allowed each student within the school year (includes initial ticket plus three [3] replacements).~~

The District provides the following regarding meal charges:

- A. During the first two weeks of school, for all types of reimbursable meals, students in grades up to and including twelfth (12) ~~eighth~~ grade are allowed to charge up to three (3) meals. No ala carte charges will be allowed.
- B. A student in grades up to and including twelfth (12) ~~eighth~~ grade who has reached the limit of three (3) charged meals will be provided an alternative meal.
- C. After the first two (2) weeks of school, students ~~in grades nine (9) through twelve (12)~~ may not charge meals.
- ~~D. No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.~~

~~Each school shall maintain a list of students who have reported missing tickets in the current school year and the number of occurrences for each student. This list must always be reviewed to determine if the student already has the three (3) ticket replacements or special arrangements prior to denying a meal to a student without a lunch ticket.~~

At least one (1) advance written warning communication shall be given to the student and parent/guardian prior to ~~refusal to allow~~ providing additional meals ~~beyond the conditions established by the District or ticket replacements.~~ The written warning communication shall ~~outline previous problems with meal tickets and~~ explain the procedure should the student ~~fail to have a meal ticket during the remainder of the school year~~ not have sufficient funds to pay for a meal.

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals. When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in 2 CFR 200. 426. Bad debt must be written off as operating loss. However, "bad debt" must be restored using non-federal funds. Delinquent meal charges that are converted to "bad debt" must be recorded and maintained in accordance with record retention requirements in 7 CFR 210.9(b)(17) and 7 CFR 210.15(b).

~~Meals shall be provided to students in pre-kindergarten, kindergarten, and for disabled students unable to take full responsibility for a meal ticket.~~

~~The District may not charge a fee for replacement meal tickets for computerized meal counting systems when the ticket is used only for food services purposes.~~

~~The District may charge a replacement fee for each meal ticket replacement when tickets are used for additional school activities and purposes.~~

~~Reasonable charges shall not exceed \$ per student for each school year.~~

~~No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.~~

Adopted: ~~date of Manual adoption~~ July 10, 2017

LEGAL REF.:

The Child Nutrition Act (42 U.S.C. 1771 *et seq.*)

CROSS REF.:

JL - Student Wellness

JL ©  
**STUDENT WELLNESS**

The School District strives to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process.

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

To ensure the health and well-being of all students, the Board shall promote and monitor student wellness in a manner that the Board determines is appropriate in the following areas:

- A. *Nutrition Guidelines:* All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.
- B. *Nutrition Education:* The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.
- C. *Physical Activity:* The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.
- D. *Other School-Based Activities:* The goal is to create a total school environment that is conducive to healthy eating and physical activity.
- E. *Evaluation/Implementation:* A primary goal will be to regularly (at least annually) evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness. Such evaluation will be measurable. The results of each evaluation, including the extent to which schools are in compliance with District policy, the extent to which the District policy complies with federal regulations, and a description/summary of the progress made in attaining the goals of the District, shall be made available to the public. Physical education teachers and school health professionals shall have

an opportunity to participate in the evaluation and implementation of this policy.

- F. *Parent, Community and Staff Involvement*: A primary goal will be to engage family members, students, and representatives of the school food authority, the Governing Board, school administrators, and the public in development and regular review of this school policy.

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, after-school programs, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. The Superintendent shall institute and clearly communicate a meal charge policy to all District households and District staff responsible for policy enforcement that is consistent with aspects of the Healthy Hunger-Free Kids Act of 2010 applicable to the District. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Board review.

Adopted: ~~date of Manual adoption~~ July 10, 2017

LEGAL REF.:

15-242

42 U. S. C. 1751 *et seq.* (National School Lunch Act)

42 U. S. C. 1771 *et seq.* (Child Nutrition Act)

CROSS REF.:

ABA - Community Involvement in Education

ABAA - Parental Involvement

BBA - Board Powers and Responsibilities

EF - Food Services

[EFDA Collection of Money/Food Tickets](#)

EFE - Competitive Food Sales/Vending Machines

IA - Instructional Goals and Objectives