

National School Lunch Program (NSLP) & School Breakfast Program (SBP)

School Name: The Museum School of East Dallas

PURPOSE

This policy establishes consistent procedures for handling unpaid meal charges in compliance with federal and Texas Department of Agriculture (TDA) requirements while protecting student dignity.

GRACE PERIOD

Students will be allowed to charge reimbursable meals when their account balance reaches zero.

- Students may charge up to: 5 reimbursable meals **OR** \$15 negative balance.
- The grace period applies to reimbursable meals only.
- No fees or interest will be charged on negative balances.

WHEN CHARGE LIMIT IS REACHED

If the negative balance exceeds the allowed limit:

Students will continue receiving a reimbursable meal.

Students will never be publicly identified, denied a meal during the grace period, or subjected to disciplinary action due to unpaid meal charges.

PARENT NOTIFICATION

Parents/Guardians will be notified when:

- Account reaches \$10.00
- Account reaches \$5.00
- Account becomes negative

Notification may occur via email, phone call, written notice, or POS system alerts.

PAYMENT METHODS

Parents/Guardians may add funds using:

- Online payment portal
- Cash (submitted to campus)
- Check (payable to the school)

Online payments are processed through a third-party provider and include a **\$2.75 convenience fee per transaction**.

Parents may avoid the convenience fee by submitting payment via cash or check.

The convenience fee is charged by the payment processor and is not retained by the Child Nutrition Program.

POLICY COMMUNICATION

This policy is:

- Posted on the school website
- Emailed to parents at the beginning of the school year

This institution is an equal opportunity provider.