**Reducing Meal Charges Best Practices**

Develop a written charge policy that sets a charge limit, identifies the steps the district will take if the charge limit is met.

* Policy should:
	+ Allow every child to get a reimbursable meal;
	+ Be approved by the school board; and
	+ Be communicated to every household.
* Policy should not:
	+ Allow service of an alternate meal;
	+ Allow charges for a la carte items; and
	+ Require students to wear hand stamps, bracelets or any other identifying measure.

Participate in Provision 2 or Community Eligibility Provision (if eligible).

All communication of debt for meals shall be directed to the parent or guardian of the child.

Child may deliver a letter addressed to the parent or guardian that contains communication of debt for charged meals. Letter should not be distributed in a manner that in any way identifies or stigmatizes the child.

Superintendent address parents at beginning of the year registration / open house to encourage return of applications.

Direct Certification (D/C) processor will receive a list of all children with unpaid meal charges each week and attempt to instantly match those students in the D/C system.

Principals contact parents of students with charges by phone, then offer to assist with completing meal application.

Set up a weekly robo calls or automatic emails for students exceeding charge limit.

Homeless, Foster and Migrant Liaisons continuously monitors student status and notifies food service when additional students are identified as Homeless, Foster or Migrant.

Offer several ways and places to pay for meals, include web-based, check, cash, at office and in cafeteria.

Have one student account for all school charges, library, food service, yearbook, cheer, chemistry, physical education, etc.

This institution is an equal opportunity provider.