

Local Meal Charge Policy Communication Requirements for All SFAs

As provided in SP 46-2016, no later than July 1, 2017, all SFAs operating the Federal school meal programs are required to have in place a written meal charge policy, and to communicate that policy to families and school and/or district-level staff members, as appropriate.

On an annual basis, SFAs must ensure the policy is communicated as required, and may use the following questions as a guide:

1. Have all families received a written copy of the meal charge policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe how the policy is communicated: _____ _____
2. Have all families of transfer students received a written copy of the meal charge policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe how the policy is communicated: _____ _____
3. Have all school and/or district-level staff members responsible for policy enforcement received a written copy of the meal charge policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe how the policy is communicated to staff members (i.e., during annual training) and which staff members are included: _____ _____ _____
4. Is there a system in place to notify families of the meal charge policy when sending the initial notification of delinquent debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe how families are reminded of the policy when the notification is sent: _____ _____ _____
5. Do schools share information about the policy in other communications with families?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Explain any other ways families are informed of the policy (i.e., student handbooks and/or in online portals households use to access student accounts): _____ _____ _____