

# Anti- Meal Shaming Policy Checklist

SFA Name: Oneonta City SD

LEA Code: 471400010000

Check if Included	Elements That Must Be Included in the SFA's Policy
<input checked="" type="checkbox"/>	<p>A statement that the SFA will provide students with the student's meal of choice of the available reimbursable meal choices for that specific school day if the students request one, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal.</p> <ul style="list-style-type: none"> <li>• The school is only required to provide access to the reimbursable meals</li> <li>• This does not include a la carte items, adult meals, or similar items</li> </ul>
Comments:	
<input checked="" type="checkbox"/>	<p>An explanation of how staff will be trained to ensure that the SFA's policy and procedures are carried out correctly.</p>
Comments:	
<input checked="" type="checkbox"/>	<p>An explanation of how parents and guardians will be provided with assistance in establishing eligibility for free or reduced-price meals for their children.</p>
Comments:	
<input checked="" type="checkbox"/>	<p>The SFA's procedures to notify the student's parent or guardian that the student's meal account balance is exhausted and unpaid meal charges are due.</p> <ul style="list-style-type: none"> <li>• Can include repayment options</li> <li>• SFA <i>cannot</i> charge interest or fees in connection with any meals charged</li> </ul>
Comments:	
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<p>A communication procedure designed to support eligible families enrolling in the free and reduced meal program. Procedures must include a process to address charges when a student owes money for five or more meals wherein the school will:</p> <ol style="list-style-type: none"> <li>1. Make every attempt to determine if the student is directly certified to be eligible for free meals</li> <li>2. Make at least two attempts (not including the application and instructions that is included in the SFA's enrollment packet) to reach the student's parent or guardian to fill out a meal application</li> <li>3. Contact the parent or guardian to:               <ol style="list-style-type: none"> <li>a) Offer assistance with a meal application</li> <li>b) Determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal</li> <li>c) Offer any other assistance that is appropriate</li> </ol> </li> </ol>
Comments:	

<input checked="" type="checkbox"/>	<p>An explanation of the SFA's procedures to decrease student distress or embarrassment. This must include that the SFA will not publicly identify or stigmatize a student who cannot pay for a meal or who has accrued meal debt. The policy may not include:</p> <ol style="list-style-type: none"> <li>1. Requiring students to wear wristband or handstamps</li> <li>2. Requiring students to do chores or other work</li> <li>3. Requiring students to throw away a meal after it has been served</li> <li>4. Taking any action directed at a pupil to collect unpaid meal fees</li> <li>5. Using a debt collector</li> <li>6. Discuss any outstanding meal debt in the presence of other students</li> </ol>
Comments:	
<input checked="" type="checkbox"/>	<p>A clear explanation of the procedure to handle unpaid meal charges</p> <ul style="list-style-type: none"> <li>• Provided that nothing in this section is intended to allow for the unlimited accrual of debt.</li> </ul>
Comments:	
<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	<p>An explanation of the procedures to enroll in the free and reduced priced lunch programs. This procedure must include that the SFA at the beginning of each school year will:</p> <ol style="list-style-type: none"> <li>1. Provide a free, printed meal application in every school enrollment packet, or</li> <li>2. Provide an explanation of the electronic meal application process and instructions on how parents or guardians may request a paper application at no cost (if the SFA uses an electronic meal application process)</li> </ol>
Comments:	
<input checked="" type="checkbox"/>	<p>That the SFA may in accordance with 7 CFR 245.6(d) complete and file an application for a free or reduced meals for a student if the SFA becomes aware that a student who has not submitted a meal application is eligible for free or reduced priced meals.</p>
Comments:	
<input checked="" type="checkbox"/>	<p>That the required school liaisons for homeless, foster, and migrant students will coordinate with the nutrition department to ensure such students are receiving free meals in accordance with federal law.</p>
Comments:	