

Commissioner's Memo  
10/31/2014

## On-Line Fees in School Meals Programs

### Memo Information

Memo Number **FIN-15-041**

Memo Date 10/31/2014

Memo Type Regulatory

Unit Fiscal & Administrative Services

Regulatory Authority §FNS Instruction 782-6 and USDA Policy Memo SP-02-2015

Response Required NO

Attention Superintendents; Child Nutrition Directors, District Bookkeepers

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### Memo Text

Students participating in a United States Department of Agriculture (USDA) school meal program must not be charged any additional fees for services provided in conjunction with the delivery of those programs since fees in addition to the reduced or paid meal charge could limit access to program participation. Many school food authorities (SFAs) offer online service to parents, including an online option for parents to add money to their child's meal account. SFAs can charge a fee for these types of service but only if the SFA offers a method for the household to add money to the account that does not add any additional fees for these services. An example of this would be accepting money at the principal's office or food service office, or accepting payments at the point of service. SFAs may use the non-profit school food service account funds to cover the cost of providing online service to parents. If the school food service account does not have the funds to cover these costs, SFAs can seek outside sources to cover the costs associated with providing the online payment service. Sources for these outside funds might include funds donated from the general fund or outside organizations.