



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

FOOD SERVICE

REVISED
ADMINISTRATIVE POLICY NO. 8
SCHOOL YEAR 2013-2014

SUBJECT: Electronic Fees for School Food Service Programs

DATE: February 25, 2014

Effective the above date, this instruction sets forth the policy regarding fees, other than the basic meal charge, assessed against children participating in the National School Lunch, School Breakfast, and Special Milk Programs to support the meal or milk service.

The vastly increasing use of computerized meal counting systems, which allows for online and in person prepayment of meals and other purchases in the school nutrition programs, has been an excellent way for providing a method for accurately counting meals and allowing students and parents an easily accessible method of paying for meals and other purchases. Many of these systems charge some type of fee for students or parents to pay when loading the student's food service accounts. The Michigan Department of Education, prefers these fees NOT be charged to the student or parent in order to help eliminate or minimize any barriers to participation. While FNS 782-6 prohibits additional fees beyond the standard meal charges, the MDE and the USDA will allow districts to charge an online processing fee when there is an option for parents and students to pay for their meals without incurring additional charges (cash, checks, etc.). While these fees will be permitted, we encourage schools and vendors to work together to minimize or eliminate these additional fees. Where possible, the competitive bidding of these fees may help to keep fees at a minimum for your communities. Where fees are absorbed by the district's non-profit food service account, they are an allowable expense and a cost of doing business for the non-profit food service account.

If you have any questions or comments regarding this policy, please contact Howard Leikert, Supervisor, School Nutrition Programs, by email to leikerth@michigan.gov or phone 517-373-3892.

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