File: EF-E-1

School Meal Payments

The district is committed to ensuring that all students receive the nutrition they need to engage in active learning during the school day. In accordance with applicable federal guidance from the United States Department of Agriculture (USDA), this policy is intended to serve the purposes of meeting student needs, minimizing the identification of students with insufficient funds to pay for school meals and maintaining the fiscal integrity of the district's school food service account.

Student meal accounts and meal charges

Student meal accounts shall be established by the district.

Parents will be encouraged to pre-pay for students paying full or reduced price for meals. The district shall ensure that parents have access to at least one no-cost method of paying for meal services, such as the ability to pay in person.

Students will be permitted to pay for meals and/or add funds to student accounts on the day of service.

If a student has money to purchase a full or reduced price meal at the time of the meal service, the student must be provided a meal.

A meal account balance remains with the student until the student is no longer enrolled in the district. Students with unused credit in their accounts at the point of dis-enrollment or graduation will receive a refund in the amount of the credit.

Students will be permitted to charge meals onto their accounts.

Students paying full or reduced price for meals and who do not have money in their account or in hand to cover the cost of a meal at the time of service will be permitted to charge a meal. However, these students will be denied permission to charge "extra" items, such as a second milk or additional entrée.

Students may charge up to $150.00 per school year before the student will no longer be permitted to charge meals. Students at the meal charge maximum will be provided a reimbursable complimentary replacement meal.

Notification of low or negative balances

Notification of a low balance on a student account will be provided privately by sending notices directly to the parent's email address. What constitutes a low balance is $10.00 or less for paid students and $2.00 or less for reduced price students.

When notified of a low balance on a student account, parents will be reminded of

this policy and the process for submitting applications for free or reduced price meal benefits. Parents will also be notified that any school meal debt accrued prior to the district's determination that the student is eligible for free or reduced lunch remains the parent's responsibility.

Notification of a negative balance on a student account will be provided by sending a notice directly to the parent's email address. If there is no email address, a letter will be mailed to the students parents.

Collection of meal charge debt

In collecting debt, the district shall ensure that collection efforts do not have a negative impact on the students involved and instead focus on the adult(s) in the household responsible for providing funds for student meal purchases. The district will work with parents to establish repayment plans with payment levels and due dates appropriate to the household's particular circumstances.

For students with delinquent meal charges, the following process will be used to collect debt. Emails will continued to be sent, at $50.00 a letter will be mailed to the parents, a phone call will be made to the parents at $100.00 by the Food service staff, and at $150.00 a school administrator will call the parents.

Collection efforts from one school year may continue into the following school year.

Annual notice

The district shall notify students and their parents about this policy at the beginning of each school year. Notification shall also be provided to those students who transfer into the district during the school year. Information about this policy may also be included in student handbooks, student enrollment or registration packets and/or back-to-school packets and posted on district and school websites.

This policy will also be communicated to school and district-level staff responsible for this policy's enforcement, such as school food service staff responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of this policy.

Adopted: June 13, 2017

LEGAL REF.: USDA Guidance SP 46-2016 (requires written policy regarding unpaid meal charge.