

Unpaid Meal Charges and Debt Collection

Type:	Administrative Procedure
Section:	500 STUDENTS
Code:	538.1
Adopted Date:	6/26/2017
Revised Date(s):	09/12/2019
Reviewed Date(s):	09/12/2019
Attached Files:	No Documents Found.

The purpose of these procedures is to establish consistent guidelines to effectively monitor and manage the prepaid meal account system in the Moorhead Area Public Schools. The Moorhead Area Public Schools recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for learning to occur.

Procedures:

1. The Moorhead Area Public Schools offer breakfast and lunch at all sites.
2. The meal accounting system in the Moorhead Public Schools is a pre-paid system. All meals and milk are paid for by depositing money into a student's individual account before meals or milk are served.
3. Students at Moorhead High School and Horizon Middle School may pay for ala carte purchases with cash or their pre-paid lunch account provided that adequate funds are available in the account.
4. Households may apply for free or reduced priced meals anytime during the school year. Applications and income guidelines are mailed to all district households in early August. In addition, applications are available in each school office or can be completed online at meals.moorheadschoools.org.
5. All Elementary Schools, Middle School, High School and Red River Area Learning Center:
 - An account balance of \$5.00 or less is considered a low balance.
 - If an account balance falls below \$5.00, the computer operator will provide a verbal notice to the student. If an account balance falls below the necessary amount to pay for a meal, the student's account will be debited. Twice per week (Tuesday and Friday), the Food and Nutrition Services secretary will send an overdue notice via email (or letter via US Mail if no email address is known) to the student's parent/guardian for any account owing more than \$5.00.
 - If an account has a negative balance, the student will not be allowed to charge classroom milk, snack at milk break or extra milk for meals.
 - All kindergarteners receive free milk at snack break.
 - The milk and snack program is not included in the free or reduced price meal program. If a student has a negative balance and fills out the free or reduced price application and qualifies, the cost of milk or snack at milk break or extra milk at lunchtime is still taken out of their account. A student account must have a positive balance before the student will be allowed to participate in the milk and snack program.
 - The district may elicit assistance from either district or building staff when the above collection procedures are unsuccessful.