

## **4.51— FOOD SERVICE PREPAYMENT, MEAL CHARGE AND DELINQUENT DEBT**

### **Meal Charges**

The Nashville School District does not provide credit for students to charge for meals, a la carte, or other food and beverage items available for purchase in the school food service areas. Meals, a la carte, or other food and beverage items may be purchased by either providing payment for the items at the time of receipt or by having a prepaid account with the District that may be charged for the items.

Parents, or students choosing to do so, may pay in advance for meals, a la carte, or other food and beverage items through any of the following methods:

- Submitting cash or check payment at district administration building or the school office;
- Depositing funds through the District's online service at [www.myschoolaccount.com](http://www.myschoolaccount.com);

A student's parents will be contacted by authorized District personnel regarding a student's prepaid account balance at the following times:

1. Monthly statements will be emailed or mailed to parents whose student account is \$-5.00 or less.
2. When an accounts reach -\$20.00 phone calls will be made to parents by Cafeteria Managers
3. When an account reaches -\$40.00 phone calls will be made to parents by Food Service Director
4. Accounts that are -\$100.00 or greater at the end of each semester will be subject to further collection action. Parents will be responsible for all cost associated with the court or collection process.
5. At the end of the school year a list of the current delinquent debt will be presented to the school board in the regular June meeting, along with details of collection action. The School board will make a determination if the debt has become uncollectable and should be reclassified as "Bad Debt" or if further collection action is still needed.

### **Unpaid Meal Access**

In accordance with Arkansas law, the District allows students whose accounts do not have enough funds to purchase a meal to receive an unpaid reimbursable meal at no charge. The District will notify a student's parents

- When the student's prepaid account balance has dropped to the point that the student will begin receiving unpaid meals;
- Each time the student receives the first unpaid meal after money has been deposited into the student's prepaid account; and
- After the student has received five (5) unpaid meals.

Students who have submitted proper documentation to receive a meal modification in accordance with Policy 4.50—SCHOOL MEAL MODIFICATIONS shall receive the same type of modification for an unpaid meal.

Legal References:     Commissioner's Memo CNU-17-003  
                             Commissioner's Memo CNU-17-024  
                             A.C.A. § 6-18-715

Date Adopted: June 19, 2017

Last Revised: June 17, 2019