

# Unpaid Meal Charge Policy

## PURPOSE

The purpose of this policy is to establish consistent meal account procedures throughout the District. Unpaid charges place a financial strain on the food service department. The goals of this policy are:

- To treat all students with dignity in the serving line regarding meal accounts;
- To support positive interactions with the District staff, District business policies, students and parents/guardians to the maximum extent possible;
- To establish protocols that are age appropriate;
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student; and
- To establish consistent District protocols and procedures regarding meal charges and collection of charges.

## SCOPE OF RESPONSIBILITY:

**The Food Service Management Company (FSMC):** Responsible for maintaining charge records and notifying the building principal and District of outstanding balances. Responsible for sending parents an automatic notification through the Point of Sale system via email.

**The Principals:** Responsible for notifying the student's parent/guardian with written documentation.

**The Parent/Guardian:** Responsible for providing immediate payment.

## ADMINISTRATION:

Students will be allowed to charge a maximum of \$10.00 for qualified "Type A"<sup>[1]</sup> reimbursable meals.

- No charges will be allowed for A La Carte foods and beverages.
- Parents/guardians with negative balances will be contacted by the principal or District. This will be done either as a written letter, electronic e-mail, or phone call to the household.
- If charges exceed \$10.00, and parents/guardians do not respond to communication sent by the school and FSMC, an alternative meal will be provided. The meal provided will be based on available options from the FSMC, the age of the student, and in adherence to student food restrictions/allergies.

For departmental record-keeping, the District should be notified monthly of all negative balances.

- A. Parents/Guardians will be sent a written request for "Payment in Full."
- B. All charges not paid before the end of the school year will be carried forward into the next school year.
- C. Graduating seniors must pay all charges in full. Failure to do so may result in not being allowed to participate in end-of-year activities.
- D. If necessary, the District may retain the service of a collection agency.

Families with financial hardship will be encouraged to apply for free/reduced meals at anytime during the school year.

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Revised:

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[1] "Type A" meals are also referred to as reimbursable meals. Reimbursable meals provide funds from the State and Federal Government for providing complete meals that meet the guidelines established by the USDA. These funds help defer the costs associated with providing a meal.