



Finance & Operations
Mike Sullivan, Executive Director
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Unpaid Meal Charges

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

The District will provide courtesy meals meeting federal and state requirements to students who have charged the maximum amount allowed to their student account and cannot pay out of pocket for a meal. The maximum allowable charges for an elementary student will be \$15.00 or five (5) meals. The maximum allowable charges for a secondary student will be \$16.25 or five (5) meals. Once a student's account exceeds this amount, they will be provided a courtesy meal.

The District will make reasonable, discrete efforts to notify families when meal account balances are low through use of weekly emails and automated calling system notifying parents/guardians of low balances and negative balances. Families will be notified of an outstanding negative balance once their student(s) account enters into the negative.

Negative balances of more than \$25.00 not paid prior to the end of a student's enrollment within the District will be considered delinquent debt and will be turned over to the superintendent or designee for collection. The District will make reasonable, discrete efforts to collect delinquent (overdue) unpaid meal charges, which is an allowable use of National School Food Service Account (NSFSA) funds, and will coordinate communications with families to resolve the charges. Options may include collection agencies, small claims court or any other collection method permitted by law and consistent with the Fair Debt Collection Practices Act.