

## **4.51— FOOD SERVICE PREPAYMENT**

### **Meal Charges**

The Smackover-Norphlet 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 Smackover-Norphlet School 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 each school campus building office or with classroom teacher;
- Submitting cash or check payment at each school campus lunchroom, and;
- Depositing funds through the District's online service;

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

### **Alternative Meals**

The District does not provide alternative meals for students.

### **Student Accounts**

#### **Students with Free Lunch Status**

The federal school lunch program allows a qualifying student to receive a free school lunch every day. Students are required to take a reimbursable meal. Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash. A la carte items cannot be charged.

#### **Student with Reduced Price Lunch Status**

The federal school lunch program allows a qualifying student to receive a reimbursable meal at the reduced price. Students are required to take a reimbursable meal. Items sold on an a la carte basis are not part of the USDA program and must be paid for with cash. A la carte items cannot be charged. Students with reduced price lunch status will be allowed to charge reimbursable meals up to \$4.00 before the collection process begins.

#### **Students with Paid Lunch Status**

Prices for school lunch are set by the Smackover-Norphlet School District in accordance with federal and state regulations. A la carte items cannot be charged but may be purchased with cash. Students with paid lunch status may charge reimbursable meals up to \$15.00 before the collection process begins.

## **Collection Process**

1. When the charge amount gets to be half of the amount allowable the Food Service Director, or their designee, will send a letter or email to the parent(s)/guardian(s) requesting payment.
2. If the parent(s)/guardian(s) has not made any payments in an effort to reduce the negative balance or fails to bring the student's account in good standing within thirty (30) days, the administration may:
  - Refer the account to a collection agency.
  - Initiate a claim in the court system.
  - Notify other appropriate state agencies (such as the Department of Human Services, etc.)
3. If a student's account balance exceeds \$-50.00, the administration may prohibit participation by the student in any fee-based extra-curricular activity or program until or unless the deficit balance is paid in full. It is the position that Smackover-Norphlet administration not have to take this form of action as it punishes the student for negligent actions of their parent(s)/guardian(s).

## **Additional Steps**

If a student's account is not in good standing at the end of the school year, the administration may take one or more of the following actions, unless or until prohibited by state law or regulation:

- Delay the issuance of report cards and class assignments until or unless the negative or delinquent balance is paid in full.
- Prohibit the student's participation or other student's in the student's household from participating in any future fee-based extra-curricular activities or programs until or unless the negative or delinquent balance is paid in full.
- Initiate a claim in the court system and/or contact the AR District Attorney's Office.
- Refer the account to a collection agency.
- Notify other appropriate state agencies.

If a senior's account is not in good standing prior to graduation, the administration may prohibit the student from participation in senior activities and/or graduation exercises.

Legal References:     Commissioner's Memo CNU-17-003  
                              Commissioner's Memo CNU-17-024

Date Adopted: June 19, 2017

Last Revised: