

**NONINSTRUCTIONAL OPERATIONS**

**8245**

Unpaid School Meal Charges

The District adopts the following policy to ensure District employees, families and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, avoid identifying to other students or bystanders students with insufficient funds to pay for school meals and maintain the financial integrity of the school nutrition program.

Unpaid Meal Charges

When a student's school meal account funds are exhausted, a student paying the full or reduced price for meals may charge no more than \$15 to his or her school meal account. Students may charge breakfasts and/or lunches and/or afternoon snacks up to the maximum amount. Charging of ala carte or extra items to a student's account will not be permitted.

Students who have charged the maximum amount allowed will not be allowed to charge further meals until the negative account balance has been paid in full. However, such students will be allowed to purchase a meal if it is received.

Students who have charged the maximum amount and cannot pay out of pocket for a meal will not be provided an alternate meal.

The District shall place the cashier station before the serving area to avoid requiring a student to return a meal if they are found to have reached the maximum charge amount.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

The District will make reasonable efforts to notify families when meal account balances reach \$5.00 dollars, prior to going into a negative balance. If an account does have a negative balance, additional communications will be advanced to the family in order to seek payment for the negative fund balance and to re-establish a positive account balance for the student's use. At least one written warning shall be provided to a student and his or her parent or guardian prior to denying meals for exceeding the District's charge limit. Families will be notified by a letter sent home with the student and/or by mail and/or by email.

This notice may include a copy or description of this policy and information regarding how to apply for free or reduced price meals, including contact information for the food services director, who can help them with the application process. Active efforts to encourage eligible households to apply for free and reduced lunch may be used to prevent meal charges.

If payment of the negative balance is not received within 10 school days of the maximum charge limit being attained, the debt will be turned over to the Superintendent or the Superintendent's designee for collection. If the debt is not paid within 90 days of mailing the final notice of the negative account balance, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Such bad debt must be restored using non-federal funds, from sources such as the District's general fund, special funding from state or local governments, or other sources.

Efforts to collect payment may include use of collection agencies, small claims court or any other method permitted by law, provided the benefits of potential collections outweigh the costs incurred to achieve those collections.

Students and parents/guardians of students are encouraged to prepay meal costs. Payments for school meals may be made by:

1. Bringing payment to the school or District office, or by mail.

#### Notification

The District will provide a copy of this policy to all households at the start of school each year and to families and students that transfer into the District at the time of transfer. All District staff responsible for enforcing any aspect of the policy shall also receive a copy of this policy. It may also be communicated to school social workers, school nurses the homeless liaison or other staff members who may assist students in need. The District may also make this policy available in student handbooks, on the District website or by other means deemed appropriate.

#### Records

Records of how and when this policy is communicated to households and staff will be retained.

The District shall also retain documentation of the handling of bad debt, including:

1. Evidence of efforts to collect unpaid meal charges in accordance with the policy;
2. Evidence the collection efforts fell within the timeframe and methods established by this policy;
3. Financial documentation showing when the unpaid meal charge(s) became an operating loss; and
4. Evidence any funds written off as bad debt were restored to the nonprofit school food service account using non-Federal sources.

Cross Reference: 4175 Required Annual Notices

Other Reference: 2017 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, United States Department of Agriculture

Unpaid Meal Charges: Guidance Q&As, March 23, 2017, United States  
Department of Agriculture

Legal Reference: SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies, United  
States Department of Agriculture

Policy History:

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