

SCSD2
Meal Charge and Alternative Meal Food Service Procedure
Proposed Policy

I. Purpose/Policy:

The SCSD2 School Nutrition Department is self-supporting. We receive no money from the district's General Fund budget, levies, or property taxes. School Nutrition is funded only from Federal reimbursement and student payments to pay operating expenses and fees. By Federal law, School Nutrition revenues need to meet or exceed expenditures. Therefore, unpaid charges would affect the ability of School Nutrition to support itself. The purpose of this policy is to establish consistent meal account procedures throughout the District. The goals of this policy are:

- To ensure that all students have a healthy meal and that no child goes hungry.
- To treat all students with dignity and confidentiality in the serving line regarding meal accounts.
- To support positive and clear communication among staff, administrators, teachers, students, and parent/guardian.
- To establish fair practices that can be used throughout the district.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote the self-responsibility of the student.
- To establish a consistent practice regarding charges and collection of charges.

II. Scope of Responsibility:

- The School Nutrition Department/District: Responsible for maintaining charge records and notifying the Parent/Guardian.
- The Parent/Guardian: Immediate Payment

III. School Meal Policy

All students will receive a Personal Identification Number (PIN). If your student has attended SCSD2 in the previous school years, they have been given a pin number, which will remain the same as long as they are an enrolled student. Students must use their pin numbers when purchasing any items from the cafeteria. All students can prepay for their meals by depositing cash or check into their accounts. Prepayments are accepted daily in the cafeteria or online. Please note online payments could take up to 24 hours before they arrive in your students account.

All parents/guardians will have the right to apply for meal assistance from the Federal school lunch program or the Scott County local assistance program. For all newly enrolled students in SCSD2, there is a four-day grace period during which all new students may receive a lunch

meal without payment, to allow processing of their meal eligibility application.

If the parent/guardian application or free meal status is approved then the balance owed for unpaid meals shall be forgiven. If the application for reduced meal status is approved then the balance for unpaid meals shall be recalculated at the reduced meal rate, with payment due within ten calendar days of written notification to the parent/guardian.

Students who have been approved for free or reduced assistance must still maintain a positive or zero account balance at all times.

IV. Allowable School Meal Charges

Any student in grades K-12 who does not have money to pay for their meals will be allowed to charge up to a total of \$32.00 (10 full paid lunches, 10 full paid breakfasts.) Snacks and/or Drinks are not allowed to be charged.

School reach contacts will be made daily to the parent/guardian of a student who has a negative meal account.

Once a child reaches \$32.00 in charges, a phone call will be made to the home stating that the student has reached the maximum charge limit. If you owe on the account, and your child comes to school with no money or bagged meal, your child will receive an alternative meal. An alternative meal is an individually wrapped peanut butter & jelly sandwich paired with a cheese stick. The student will also receive fruit and a milk. These meals are not allowed to be reimbursable, but still provide the child with adequate servings of protein, whole grains, vitamins, and minerals.

The cafeteria cannot deny receipt of a current meal to pay for a past due account when the child is either prepaying or pays on a daily basis. However, if a child has a negative balance in their account, we will not permit them to purchase a snack/drink until their negative balance is paid.

Adults will not be allowed to charge.

V. Resolution

Students who have been receiving an alternative meal for more than two weeks may be referred to the local authorities by the building principal due to concerns of neglect.

Parent and/or student accounts totaling more than \$100 (individual or family) will be filed with the Scott County small claims court for

collection. Currently, the court will charge the parent/guardian with a fee of \$94 for an individual and \$104 for a husband and wife in addition to the amount being filed for SCSD2. Once a small claim judgment is granted, the balance will be deleted from the food service accounts receivable ledger and added to the small claims accounts receivable ledger. Once the school corporation receives judgment from the court on any given claim, the school corporation will wait at least 30 days before action is taken to garnish the wages of the parent/guardian. The school corporation will continue to file all needed paperwork to receive a final "Garnishment Order" from the court. The court determines how long this process will take based on available court hearing dates.