

MEAL CHARGES

In accordance with state and federal law, Shenandoah Community School District adopts the following policy to ensure school 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, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals: Students have use of a meal account. A student shall not be allowed to purchase or charge meals or a la carte items when funds are not available in the account. Deposits into lunch accounts may be made online or at the school office.

Students will be provided a reimbursable meal if they do not have funds available or have a negative balance from a previous purchase in their account. Students who are eligible for free lunch will be provided a reimbursable meal regardless of the account balance. Students with outstanding meal charge debt shall be allowed to purchase a la carte items and or a different meal option if the student pays for the meal when it is received.

Employees may use a meal account, but may not charge against this account. An employee shall not be allowed to charge meals or a la carte items.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low or at a zero balance. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Negative balances of more than \$5.00, not paid prior to June 30th will be turned over to the business office for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy

The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the school district, at time of transfer and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicate to household and staff will be retained.

The superintendent may develop an administrative process to implement this policy.

Approved 9/10/18

Reviewed _____

Revised _____