

## **Snake River School District #52**

### **NONINSTRUCTIONAL OPERATIONS**

**8245**

#### Unpaid School Meal Charges

All students in the district are limited to six (6) charged meals. After six meals have been charged, students will receive an alternate meal and a charge of 50 cents until their account is paid in full. Students with a negative account balance are not allowed to purchase a la carte items.

When an account becomes negative, the parent/guardian will be notified. Parents will have five (5) days to satisfy the balance, return a completed free or reduced-price meal application, or make other arrangements with the Child Nutrition Director. Students with a negative account balance are not allowed to purchase a la carte items. Adults are not allowed to charge meals.

#### Account Balances

A parent/guardian may call the school cafeteria or the food service director to place a block on his/her child's account to prohibit the purchase of a la carte items.

All negative accounts must be settled at or before the end of the school year. Parents/guardians will be notified no later than one (1) week before the last day of school for students whose accounts are low or negative. The district reserves the right to take additional action as appropriate to collect on delinquent accounts.

Account balances will rollover to the next school year. Students who are graduating at the end of the year will be given a refund of their balance when requested by the parent/guardian. Funds can be transferred to a sibling's account upon request from the parent/guardian. Students who withdraw from the district must request a refund of any money remaining in their account.

Account balances may be checked at any time by accessing the designated website with appropriate login information or by calling the school cafeteria.

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

#### 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 this 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

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

Other References: 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.

### Policy History:

Adopted on: January 28, 2015

Revised on: 10/18/2023

Reviewed on: