

## **MEAL CHARGES**

In accordance with state and federal law, the New Hampton CSD 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. When the balance reaches \$-20.00, a family will not be allowed to charge ala carte items until the negative account balance is paid. Ala Carte items may be purchased for cash. Lunch money may be added at any time to the family lunch account by cash or check sent to any of the district offices or by using the RevTrak parent option located on the district website.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases, but will not be allowed to charge ala carte items to their lunch account until the negative account balance is paid. Ala Carte items may be purchased for cash. Schools are encouraged to provide a reimbursable meal to students with outstanding meal charge debt. If an alternate meal is provided, the meal must be the same meal presented in the same manner to any student requesting an alternate meal.

Employees may use a charge account for meals, but may charge no more than -\$20.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.

### **Negative Account Balances**

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with the student's parent or guardian to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches -\$01. Families will be notified by email or by letter if email is not available. Negative balances of more than -\$20, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

## **Unpaid Student Meals Account**

The district has established an unpaid student meals account for the school nutrition fund. Funds from private sources and funds from the district flexibility account may be deposited into the unpaid school meals account in accordance with law. Funds deposited into this account shall be used only to pay individual student meal debt.

## **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 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 communicated to households and staff will be retained.

It is the responsibility of the Superintendent to develop and administrative regulations to implementing this policy.