

Concord School District Policy #326
School Nutrition Services Charging

I. Purpose/Policy

The purpose of this policy is to establish consistent meal account procedures throughout the district. Unpaid charges place a financial strain on the School Nutrition Services Department. The goals of this policy are:

- To establish a consistent district policy regarding charges and collection of charges.
- To treat all students with dignity in the serving line regarding meal accounts.
- To support positive situations with district staff, district business policies, students and parents/guardians to the maximum extent possible.
- To establish policies which are age-appropriate.
- To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student.

II. Scope of Responsibility

The School Nutrition Services Department: Responsible for maintaining charge records and notifying the school district of outstanding balances. The School Nutrition Services Department is also responsible for notifying the student's parents/guardians of low or outstanding balances.

The School District: Responsible for supporting the School Nutrition Services Department in collection activities.

The Parents/Guardians: Immediate payment.

III. Administration

Free and Reduced Meal Status Students

1. Free Meal Status students shall not be allowed to have a negative account balance. Free meal status allows a child to receive a free meal(s) every day. À la carte items are not part of the National School Lunch Program (NSLP).
2. Reduced Meal Status students shall not be allowed to have a negative account balance. Reduced meal status allows a child a meal(s) at a reduced amount determined by eligibility. À la à items are not part of the National School Lunch Program (NSLP).
3. Paid Meal Status students shall not be allowed to have a negative account balance. Paid meal status assumes the child has the ability to pay for meal(s) and à la carte items. À la carte items are not part of the National School Lunch Program (NSLP).

All Other Students

Elementary School Students:

1. Notices of low or deficit balances will be sent to parents/guardians at least weekly during the school year.
2. When the student reaches a negative balance the student shall still receive a meal and the account will continue to be charged.

Middle School Students:

1. Notices of low or deficit balances will be sent to parents/guardians at least weekly during the school year.
2. When the student reaches a negative balance the student shall still receive a meal and the account will continue to be charged.
3. When the student reaches a negative balance, no à la carte items may be charged to the account.

High School Students:

1. Notices of low or deficit balances will be sent to parents/guardians at regular intervals during the school year and students will be notified verbally at checkout.
2. When the student reaches a negative balance, no à la carte items may be charged to the account.

Staff Account Balances:

The district provides the opportunity for staff to purchase meals from the school cafeteria. Staff may pay per meal or establish a prepaid account, but food cannot be purchased on credit. If a staff member's meal account is positive at the end of the school year, it will be automatically carried over to the next school year. If requested, the balance will be refunded to the account owner. It is the responsibility of the staff member to monitor his/her account balance.

Balances Owed:

The School Nutrition Services Department shall begin notifying parents/guardians when the student's account has \$15 dollars remaining. Once a student's account balance becomes negative, the parents/guardian shall be notified by either letter, email, phone, on-line payment system, or the districts notification system stating that the students account balance is negative with the opportunity to replenish the students account by cash, check or credit card (a convenience fee may apply). When a student's negative balance reaches \$10, a second notice will be sent to the parents/guardians. When a student's negative balance reaches \$15, a demand for payment notice will be sent. If payment is not received to satisfy the negative balance within 10 calendar days, the district may begin small claims court proceedings. In the event that the district files a small claim, costs associated with the proceedings will be the responsibility of the parent/guardian.

All accounts must be settled at the end of a school year. If any account has a negative balance on July 1, the district may begin small claims court proceedings immediately.

Checks Returned for Non-Sufficient Funds (NSF):

When a check is returned to the District for "NSF," a letter will be sent to inform the parents/guardians from the School Nutrition Director. Payment for the NSF check must be in the form of cash, cashier's check, or money order. Payment must be received within ten (10) days of the date of the letter. A NSF fee will be incurred and will be included in notification from School Nutrition Director. The NSF fee and the amount of the check will be deducted from the student's lunch account immediately upon notice from the bank and the above-mentioned rules will take effect.

Balances owed to Families:

All seniors will receive a notice in May of remaining money in their lunch accounts. They will receive a letter to elect to move money into a sibling lunch account or to elect to receive a refund. All refund requests will be sent to the food service office and then forwarded to the Business Office for payment.

Blocks on Accounts:

A parent may call the School Nutrition Director to place a block on their child's account to prohibit the purchase of à la carte items or set a dollar cap.

Refunds:

Withdrawn Students: for any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.

Graduating Students: students who are graduating at the end of the year will be offered a refund. Funds can also be transferred to a sibling's account with a written request.

Unclaimed Funds:

All refunds must be requested within one year. Unclaimed funds will then become the property of the Concord School District Food Service Program.

Adopted November 2, 2015