



Book	Policy Manual
Section	800 Operations
Title	Student Debt
Number	808.1
Status	Active
Adopted	June 15, 2017
Last Revised	April 12, 2018

Purpose

The Board acknowledges the importance of offering the student breakfast and lunch meals as long as the students are not discriminated against or shamed if having a delinquent meal account balance. The Board expects the Food Service Department to allow the students to purchase a reimbursable meal with no substitute meals or alternate meal.

Authority

The students shall have the right to charge a reimbursable breakfast and/or lunch meal on their lunch account per day. The students can purchase a la carte items and second entrees as long as their lunch accounts are not in the negative amount.

The Board will recognize the negative account balance and will take appropriate measures to collect any student debt according to the federal guidelines established by the United States Department of Agriculture.

Delegation of Authority

The students have the right to purchase a reimbursable meal even if the student lunch account is in the negative amount.

The parents/guardians have the responsibility to make adequate deposits into their child's lunch accounts to ensure proper funds are available through our online payment system, sending cash or a check into the school district office.

Procedures for Food Service Department to follow:

- When the student's lunch account is in the negative for the equivalent of five (5) or more meals, at least two (2) attempts will be made to reach the student's parents/guardians by

phone. At this time, Food Service personnel may offer the parent/guardian the application for participation in the free and reduced school meal program.

- A student whose cafeteria account is in the negative cannot be publicly identified or stigmatized.
- A student who cannot pay for school meals cannot be required to perform chores or other work to pay for school meals.
- A student may see the cashier discreetly for his/her lunch balance.
- A student may not be required by any employee, due to insufficient funds, to discard a school meal after it is served to the student.
- Students are not to charge a la carte items or nonreimbursable items to their cafeteria account if it is in the negative.
- All communications regarding money owed by a student for school meals must be made or addressed directly to parents/guardians of the student, not to the student.

The Food Service Director will provide all documentation to the Business Manager for follow-up when delinquent meal charges are not made current through food service phone calls and parent/guardian letters.

The district reserves the right to utilize the services of a collection agency or to seek restitution for unpaid meal balances through the Magisterial District Court when all attempts at collecting the debt failed. If so, the parent/guardian will be responsible for all unpaid meal balances, plus court and agency fees.

Parents/Guardians whose student meal accounts are delinquent may request payment plans through the school district; however, if the terms are not followed, collection agency and/or District Court action may be taken.

Record Keeping

The Food Service Department will maintain proper records of all efforts to collect unpaid meal charges within the allotted timeframes. Financial documentation will be kept on file for state reviews.

Communications Policy:

- Student Debt Policy will be communicated at the beginning of each year to all households by posting it on our BBSD website, in our school calendars, and distributing it with new student registration.
- Child Nutrition staff will receive training on Student Debt Policy which will be recorded as a part of professional development.
- Documentation of communication and trainings will be maintained for Federal/State Administrative Reviews.

Legal

Pol. 808

Last Modified by Karen Cotter on May 1, 2018