

The District adopts the following policy to ensure 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, avoid identifying to other students or bystanders, students with insufficient funds to pay for school meals, and maintain the financial integrity of the school nutrition program.

**Responsibility for Meal Accounts**

The School Nutrition Department is responsible for maintaining student meal accounts and notifying the parent/guardian of negative balances. Meal Balance Letters will be sent to parents/guardian when an account reaches \$-0.01. Phone calls to student contacts will be made after \$20.00.

Parents or Guardians are responsible for timely payment to student meal accounts as well as monitoring student accounts to ensure the balance does not fall below \$0.00. Households are encouraged to complete a free and reduced application.

The School Secretary or Designee is responsible for notifying the kitchen manager and the School Nutrition Office when;

1. Notifying the kitchen manager
  - a. When a student is checkout of school or
  - b. A new student is enrolled from outside the District
2. Adding negative meal balances to student fees at the end of school year.

Students with unpaid school fees are ineligible walk at graduation if they are seniors.

**Delinquent or Uncollectible Accounts**

Minidoka County School District is committed to keeping students fed with a nutritious meal. No student shall be denied a meal. Charged meals are considered a loan to the student. This balance shall be repaid by the end of the school year. At the end of the school year, unpaid balances will be considered uncollectible.

At the finish of the school year and all collection efforts have been exhausted, the unpaid balance will be considered uncollectible. Uncollectible balances will be forwarded to a collection agency at the District's discretion. It is USDA policy for non-federal funds to cover bad debt.

Minidoka School District is committed to keeping students fed a nutritious meal. No student shall be denied a meal.

**Donations to Student Meal Debt**

1. The School Nutrition Department may establish an account for donations for unpaid meal charges.
2. All donations will be received into the donation account. The donation fund balance will be divided evenly among all negative balances on a quarterly basis.
3. Account balances not requested by students who move from the district or graduate will be considered a donation and transferred to the SNP Donation account.

**LEGAL REFERENCE:** SP 47-2016

**ADOPTED:** February 22, 2005

**AMENDED/REVISED:** June 19, 2017; September 20, 2020; June 19, 2023;  
February 26, 2023