

Unpaid Meal Charge and Debt Collection Procedure

I. Purpose

The purpose of this procedure is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

II. General Statement of Procedure

- A. ISD 316's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program.
- B. It is the policy of ISD 316 to offer breakfast and lunch meals that meet state and federal guidelines. Each student will be provided one free breakfast and one free lunch each school day.
- C. Payments for additional meals or ala carte items can be made using cash, check, or with a credit card using the online payment system.
- D. Families are encouraged to complete the application for educational benefits as the school district can receive additional funding. Educational benefit applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available during school hours in the main offices of Vandyke Elementary or Greenway High School, the food service office, or can be printed from the district website.

III. Charge Procedure

- A. Students are not allowed to charge for ala carte items or second meals.
- B. Students will always be served a meal regardless of unpaid food service accounts.

IV. Notification of Account Status

- A. Families can check their student's meal account balance via Parent Portal or by contacting the food service office.

V. Collection of Unpaid Meal Debt

When the student meal balance is negative, the following collection actions will be taken:

Vandyke Elementary: Weekly printed statements will be sent home in communication folders. Monthly printed statements will be sent via regular mail.

Greenway High School: Monthly printed statements will be sent via regular mail.

The Food Service Department will also send a weekly e-mail to all parents advising them of the negative student meal account balance(s) if a valid email address exists with the district.

The Food Service Department will encourage parents to complete the free/reduced-price meal application.

Repeated requests for payment will be sent if parents have not responded to the first request.

The Food and Nutrition Clerk will contact the building principal if no payment is received. The principal will contact the parent/guardian to determine an appropriate solution.

A year end statement is mailed to all households with a negative balance, stating the expectation that all fees owed to the district will be paid in full on the last day the student will be attending classes.

A formal letter will be sent to the household notifying that the debt will be turned over to the collection agency and the student meal account will be closed when no payment has been made for 90 days and/or a negative balance of over \$200 exists, unless payments arrangement have been made with the food service office.

Source: Independent School District 316, Greenway Public Schools

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