

POLICY 2241

School Nutrition Program – Charge and Delinquent Accounts

A. Purpose

1. The School Nutrition Program is financed through federal and state funds as well as that amount of money that is charged to students and adults who participate in the program. It is intended to be self-sufficient without financial support from the general fund.
2. The purpose of this policy is to explain the following:
 - a. Process for notifying parents/guardians about money that is owed for student meals.
 - b. The procedures for providing meals if students' accounts are delinquent.
 - c. The process to be used if notification of delinquent accounts is ignored.

B. Definitions

1. Charged Meal
 - a. A student is allowed to eat the same meal as other students are served when there aren't adequate funds in their account with the understanding that the parent/guardian will pay for the meals at a later time.
2. Delinquent Account
 - a. A student's lunch account that does not have adequate funds to cover the meal charges by the student or parent and there has been no agreement between the parent and school officials to resolve the issue.
3. Parent

- a. A student's parent, legal guardian, or person acting as the parent for school purposes.

4. Designated Day

- a. A day in the week that has been established by the District to notify parents that a student's account has a negative balance.

5. National School Lunch Program

- a. the same as that term is defined in [7 CFR § 210.2](#).

6. School Breakfast Program

- a. the same as that term is defined in [7 CFR § 220.2](#).

7. School Meal

- a. under this policy is food provided by the school under the National School Lunch Program or the School Breakfast Program.

[Utah Code § 53F-2-423\(1\)\(c\) \(2025\)](#)

[Utah Code § 53G-9-205.1 \(2021\)](#)

C. Parent/Student Notification at Each Individual Building Participating in the School Nutrition Program

1. The following information is to be communicated to parents at least two weeks before the beginning of a new school year:
 - a. A brief description of the school lunch program in the building.
 - b. A listing of the prices for breakfast and lunch.
 - c. Information regarding how parents may provide payment for meals.
 - d. Information regarding the process for qualifying for free or reduced meals including the process necessary to obtain an application.

- e. Information regarding the steps that will be taken if their child's account is determined to be delinquent.
 - f. Information regarding where parents can view a copy of this policy.
2. The information is to be communicated in a way that allows access to all families. If the information is posted on the school's website, directions to that website are to be sent to families through the local newspaper, e-mail, text messages, and/or automated calling machines. Hard copies must be available for those who request that means of communication.
 3. If the student's family receives benefits from the [Special Nutrition Assistance Program \(SNAP\)](#), the [Family Employment Program \(FEP\)](#), or the [Food Distribution Program on Indian Reservations \(FDPIR\)](#), they could automatically be eligible for meals at no charge and are to be notified of such as soon as the school/District receives appropriate notification.

D. Delinquent Accounts

1. The District or school will notify a parent (and student when deemed appropriate) on the day designated by the District on **a weekly basis** if a student has a negative balance in his/her account. Communication can be by any means deemed suitable by the District or school.
 - a. Notification may be by letter, phone, e-mail or text messaging. If a parent requests a specific method of communication, their request is to be honored.
 - b. A record of the contact should be maintained, including the date and the method used to make contact.
2. The District or school will notify the parent if the student's account is behind an amount equal to \$35.00 or more and thus considered delinquent. Unless payment arrangements have been made between the parent(s) and District officials, the District or school is authorized to send the account to collections following the procedures outlined in D-1 of this policy.

3. Parents are to be contacted, preferably personal contact, although-other means may be used if previous methods have been exhausted and are therefore deemed appropriate by the District or school, of the intent to send the account to collections. A persistent effort to communicate with parents prior to sending the account to collections is required as noted above (D.1., D.2.).
4. After a minimum period of at least one month following parental notification by personal contact, the delinquent account may be sent to a collection agency.

E. Payments and Debt for School Meals

1. No student who is unable to pay for a school meal (or who receives a school meal at a reduced cost) shall be publicly identified or stigmatized by any District employee or volunteer.
2. No student may be required to perform chores to pay for a school meal unless such requirement applies to all students (i.e., the requirement applies whether or not any payment in money is made for the school meal).
3. Communications regarding a student's debt for school meals shall be directed only to the student's parent (and not to the student).

[Utah Code § 53F-2-423\(4\), \(5\) \(2025\)](#)

F. Community or Private Donations

1. Any and all community and private donations are to be dictated, first by the donor and second by the principal, as to how the donations will be allocated to student's delinquent lunch accounts at individual schools. There should be no expectation from parents of students to have community or private donations pay for their delinquent account or for the District to take other funds to do the same.

G. Faculty and Patrons

1. Faculty and patrons are not allowed to charge any amount.