

PURPOSE OF SCHOOL LUNCH CHARGING POLICY

- To provide healthy meals to all students on a daily basis
- 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 to the maximum extent possible;
- To encourage parents to assume the responsibility of meal payments and to promote self-responsibility of the student;
- To establish a consistent procedures regarding charges and collection of charges.

PROCEDURE

1. It is our intension to keep charging to a minimum. If the need arises for a meal to be charged, students are limited to four (4) charged meals. (All school cafeterias are equipped with computerized point of service/cash register systems that maintain a record of all monies deposited and spent for each student. These records will be made available to the parent upon request.) Children with more than four charges and a negative balance will be given a partial meal for an additional four (4) days, for a total of eight meals, that meets USDA requirements.
2. The parents will be notified of the student negative balance by an automated system and requested to pay the charges and prepay for additional meals.
3. Free and reduced meal applications are available on the district website at www.sodaschools.org as well as in each school office. These forms will be provided to a family consistently struggling to pay for meals.
4. If no attempt has been made to satisfy the account or provide for the child's lunch within four (4) days, the building principal will notify the district business office. **Payment plans can be set up with the district office. Once plans are established, parents may pay on the plan separately with any current money going toward students' current meals**

OTHER CONSIDERATIONS**Checks Returned for Non-Sufficient Funds**

When a check is returned to the food service Office for NSF, a letter will be sent to inform the parent(s). Payment must be received within ten (10) days of the date of the letter. If payment is not received, the matter will be turned over to the district business manager who will begin formal collection procedures.

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Withdrawn Students. For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted.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 given a refund of their balance. Funds can also be transferred to a sibling's account.

Balances Owed at End of Year

Twice a year, negative balances will be sent to a collections agency. Seniors having a negative balance will not be issued a diploma until the balance is paid in full.

Balances will carry forth with the student unless otherwise requested. Balances may be checked at any time by contacting food service personnel at each building.

**LEGAL REFERENCE:**

Idaho Code Sections

33-512 – Governance of Schools

33-603 – Payment of Fees or Returning of Property

ADOPTED: February 19, 2014

AMENDED: February 21, 2018, August 2018