



Book	Policy Manual
Section	Vol. 33, No. 2 - May 2021
Title	Revised Guideline - Vol. 33, No. 2 - May 2021 - MEAL CHARGE ACCOUNTS PROCEDURES
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8500B - MEAL CHARGE ACCOUNTS PROCEDURES

In accordance with School Board policy, the Superintendent requires School Corporation Food Service personnel to comply with National School Lunch Program standards and establishes these procedures to govern meal charge accounts.

Cafeteria purchases () shall (☒) may **[end of option]** be prepaid into individual food service accounts before meal service begins (☒) or paid as they receive meals **[end of option]**. Prepayments into individual food service accounts may be made TCSC eFunds payment portal or at the point of sale.

[NOTE: Describe the process for prepaying into accounts, such as payments may be made anytime, weekly, monthly, for a set amount, online, etc.]

When prepayment is made, the funds are to be deposited in the individual student's meal account in a clearing account with fund number 8400 and entitled Prepaid School Lunch Accounts.

When students with a positive balance in their individual meal accounts charge lunches or other allowable food purchases in the cafeteria, the funds to cover these purchases will be transferred from each individual student's prepaid lunch account to Fund 800 School Lunch following the procedure established by the State Board of Accounts.

The only deductions made from prepaid accounts will be for the purchase of meals or other allowable food purchases in the cafeteria.

On a monthly basis, the balance of Fund 8400 Prepaid School Lunch Accounts will be reconciled with the total of the individual meal accounts.

[NOTE: The following options must be consistent with the options chosen in Board Policy 8500.]

In accordance with School Board policy, a student (☒) or staff member (☒) or adult community resident **[end of options]** may charge for meals if his/her account has an insufficient balance to cover the charge. ~~However, no account will be allowed to exceed a significant negative balance of \$ _____~~ A significant negative lunch account balance is any balance owed in excess of \$20.00 as established in School Board policy. **[Note: The amount in this blank must match the amount stated in Board Policy 8500.]** Collection efforts must commence for any account that exceeds a significant negative lunch account balance.

☐ Staff members and adult community residents shall not be permitted to charge meals.

A student whose account has a significant negative balance may not charge or purchase "à la carte" items, including extra main course entrées.

[CHOOSE THE SAME OPTION BELOW AS SELECTED IN BOARD POLICY 8500]

[Option 1]

☐ If a student has a significant negative lunch account balance, s/he shall be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which shall continue to accrue to his/her significant negative balance.

[End of Option 1]

[Option 2]

☒ If a student has a significant negative lunch account balance, s/he shall be provided an alternate meal **(X)** at a reduced price recommended by the Superintendent and approved by the Board **[end of option]**, and his/her parent(s) shall be contacted to collect the outstanding charges. The alternate meal will be a low-cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards or the Smart Snacks in Schools Regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.

[End of Option 2]

☐ However, this guideline prohibits:

- A. (X) the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to wear a wristband or handstamp;
- B. (X) the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to perform chores or other work to pay for school meals;
- C. (X) the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative payment balance;
- D. (X) discussing a negative meal payment balance with a student in the presence of other students.

Notification and Collection

Parents will be initially notified by phone call or email **[Note: enter method of first notification, e.g., phone call, email, letter, etc.]** of a negative balance in their student's account every week **[enter a time period, e.g., upon every occurrence, every week, etc.]**. Negative balances are expected to be corrected upon the notification by school authorities. The Director of Food Service **[enter staff assigned responsibility for initial notification]** will be responsible for making this initial notification to parents.

If an account balance remains negative seven (7) days after the initial notification, the Director of Food Service **[enter staff assigned for notifications after the initial notification]** will contact building level administration to determine next steps. **[enter the process used for further notifications to parents, e.g., letters, certified letters, personal contact etc. Be certain to be clear about the number of notifications that will be provided.]**

If the negative balance is not brought to a positive balance within twenty (20) days of these efforts, the Corporation will take action to collect the unpaid debt by means of **(X)** collection agencies **(X)** small claims court **(X)** other legal methods deemed necessary by the Corporation **[end of option]**.

Debts which remain uncollectible after all of the above efforts have been made shall be classified as bad debt and may be removed from accounts receivable in accordance with Board Policy 6151.

If a student withdraws or graduates from the Corporation and has a positive balance of less than \$ 10.00 **[use the same amount stated in Board Policy 8500]**, the balance may be receipted into the **(X)** school lunch fund ~~() extracurricular activity fund~~ **[end of options]** where the school lunch program funds are maintained unless the parent requests a refund. If a student withdraws or graduates with a positive balance greater than \$ 10.00 **[use the same amount as above]**, the **(X)** parents ~~() student~~ **[end of options]** shall be notified by mail and given the option of receiving a refund within twenty (20) days. If no response is received within twenty (20) days **[note: use the same number of days as stated in the notice]**, the account will be closed, and the funds will no longer be available. Unclaimed balances will be transferred to **(X)** the school lunch fund ~~() the extracurricular activity fund~~ **[end of option]** where the school lunch program funds are maintained.

☒ If a student repeatedly comes to school with no lunch and no money for lunch, the Food Service Manager will notify the principal as this may be a sign of abuse or neglect and proper authorities may be contacted.

