

## SCHOOL NUTRITION PROGRAM COLLECTION PROCEDURE

The National School Lunch Program provides the District with funding for families who may be eligible for free or reduced-cost meals. It is the parent/guardian's responsibility to ensure that his/her child has access to proper nutrition either by means of completing a free/reduced meals application, sending in monies, or sending the student with food each day. For students who are not eligible for free/reduced meals, the District expects that meals will be either prepaid by putting monies on student lunch accounts or will be paid for at the time of service.

### **Exceptions:**

When circumstances prevent a student from paying for a meal at the time of purchase, the following rules apply:

The student will be allowed to charge a meal approved by the National School Lunch Program provided that the student's cumulative total meal charges do not exceed \$20.00. Meals will be charged to a student's meal account, and these charges are expected to be reimbursed to the District in a timely manner.

Should a student's meal charges reach \$20.00 or more, he/she may receive an alternate meal until the debt can be resolved. This alternate meal will include all components necessary to meet the National School Lunch Guidelines.

### **Charging procedures:**

- Students may not charge A la Carte items.
- At the elementary schools, a student who qualifies for free/reduced meals and buys just milk because he/she has brought a meal from home must pay the full customary price for the milk. A student must receive a complete meal in order to receive the milk for free.
- Parents who do not wish to accrue charges may request that their child not be allowed to have charging privileges. The parent/guardian must send an e-mail or a written note to the Food Service Director, otherwise they consent to paying for any meal charges incurred by their child.
- The parent/guardian is responsible for keeping track of their child's charges and to be in touch with Food Service. Parents/guardians can view their child's account on the MySchoolBucks link located on the Food Service tab at [www.sad55.org/lunch](http://www.sad55.org/lunch).

### **Billing Procedures:**

- Bills will be sent home to parents/guardians of students owing a significant amount of money to Food Services. The automated telephone system is used to notify parents/guardians that their account is overdue. All parents/guardians who sign up with MySchoolBucks receive an email if their account is less than \$10. E-mails for all unpaid balances are also sent out weekly by the Food Service Director.
- If there is no resolution of an unpaid balance within two weeks, the Food Service Director will call the student's home to discuss charges and options with his/her parents/guardians.

- If there is still no resolution within two weeks after the phone call, the principal, counselor, or social worker may contact the parents/guardians.
- The District feels strongly about supporting students' needs within the school day, and access to food is no exception. All lunch personnel will handle situations with as much privacy and respect as possible.
- All outstanding account balances plus or minus shall be carried forward each school year, and all outstanding debts may be charged a late fee at the discretion of the Superintendent/designee. Positive account balances under ten dollars for graduating seniors/transfer students will be refunded upon request.
- Parents or guardians that have written checks which have been returned to the District for non sufficient funds (NSF) will be notified by the Food Service Director. The amount of the check and the bank fee will be deducted from the balance in the student's account. Checks from students will not be cashed, and third party checks will not be accepted.
- If two NSF checks are received from the same family, no further checks will be accepted.

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