

KAW VALLEY SCHOOL MEAL CHARGE POLICY

School Meal Account Policy:

Parents/Guardians are expected to maintain a positive balance in their student's meal account. Meal accounts are debit accounts, not credit. Charging a meal is a courtesy we extend to students in the event they forget or lose their lunch money. Charging of a la carte or extra items will not be permitted for any account with a zero or negative balance. If a student account is negative \$10 or more, a written notice shall be provided to the student and his/her parent or guardian. If the negative balance is not paid within 5 working days of receiving the first written notification, a second written notification will be mailed using the address provided for the student in PowerSchool. If the negative balance is not paid within 5 business days of receiving the second notification, the school secretaries will call or email the parent or guardian. The school principal will inform the parent that they must provide meals for their student from home after 5 business days from the day of the call home. If the negative balance is not paid within 5 business days of a phone call or email from the school, school meals will no longer be provided from the Food Services Department. The parent or guardian will be required to provide a meal from home, or bring a meal to school for their student(s). If the parent or guardian does not send payment for the account(s), fill out a qualifying free or reduced price meal application for their family, set up a payment plan with the Food Service Department approved by the Food Service Director, or provide a meal for their child from home, Social Services may be contacted by the school. Student accounts owing up to negative \$50.00 will be considered to be delinquent debt. If an individual account reaches a charge of \$100.00 or more, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges. Delinquent and bad debt determined to be uncollectable or too costly to collect is an unallowable expense for the food service account.

Bad debt of \$100 or more will be turned over to the Kaw Valley Business Department for Collection Procedures. The district must transfer funds for bad debt to the food service account from non-federal sources.

Meal Balance Notification

All parents/guardians will receive a weekly notification of low or negative account balances. This email will be initiated by the school secretaries.

Students in grades K-6 with negative meal account balances will be notified at least monthly with a memo or letter with a payment envelope and information about free or reduced price meal availability, and information about the online payment system. Payments for school meals may be made at the school, the district office. The Food Service Department is not responsible for cash sent with students for meal payment. All meal account balances at the end of the school year will carry over to the next school year. Any negative balances must be paid prior to the start of the following school year.

The district will provide this policy in writing to all households at the start of school each year and to families and students that transfer into the district/school at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated will be retained.

Adult Meal Policy

Adults shall pay for their meals at the time of service or set up pre-paid accounts. Adults are not allowed to charge meals.

Approved: June 29, 2017

