

COLLECTION OF MONEY / FOOD TICKETS

Meal Charges and Payments

The district authorizes each school to collect for meals based on the Board approved meal charges and reduced meal charges for all students who are not eligible for free meals. Such charges, and payments made, shall be received and recorded in a manner to keep the record confidential and treated in accord with the following provisions:

Regardless of whether or not a student has money to pay for a meal or owes money for earlier meals, the school:

- shall provide a US department of agriculture reimbursable meal to a student requesting one, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal, and
- shall not require that a student throw away a meal after it has been served.

Collection for unpaid meal charges

If a student owes money for five (5) or more meals, a school shall:

- check the state list of students categorically eligible for free meals to determine if the student is eligible.
- make at least two attempts, not including the application or instructions included in a school enrollment packet, to reach the student's parent or guardian and have the parent or guardian fill out a meal application; and,
- require a school administrator or counselor to contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate.

Parents shall ultimately be responsible for any allowed meal charges when students are unable to pay for the meal. Communications about school meal debt shall only be to a parent or guardian. The parent or guardian shall not pay fees or costs to collection agencies for school meal debt.

~~The Board shall permit elementary students to incur reasonable charges, up to three (3) for meals without payment, after which parents/guardians shall be contacted for payment. Any fourth (4th) charge must be approved by the principal.~~

~~Secondary students will be allowed to charge one (1) time. A second (2nd) charge will have to be approved by the principal.~~

~~Meals shall be provided to students in pre-kindergarten, kindergarten, and for disabled students unable to take full responsibility for payment.~~

~~No lunch charges will be allowed under any circumstances during the last ten (10) days of the school year.~~

Adopted: date of manual adoption

LEGAL REF.: insert citation SB 374
42 U.S.C. 1771 *et seq.*, The Child Nutrition Act