

MEAL CHARGING PROCEDURE

This board regulation outlines procedures for a student to charge meals.

Purpose/Goals

To establish consistent meal charging and collection procedures district wide.

The goals of this procedure are to:

1. Maintain a positive experience for students during meal service.
2. Treat all students with dignity and respect.
3. Minimize meal charges and encourage parents to prepay for all meals.
4. Promote parents' responsibility for meal payments and self-responsibility of the student.

Payment in advance for meals enables the District to achieve these goals.

Pre-Paid Meal System

The school meal accounting system is a pre-paid system. Parents or guardians must deposit money into their child's account. Payments can be made daily, weekly, monthly, or annually. In addition to using cash and checks, parents can also pay online with their credit/debit cards. It is the parent's responsibility to make sure that money is in the account or a home prepared meal is sent to school with their child.

Repayment for Meal Charges

Every effort will be made to collect for unpaid meals. Unpaid meal charges will result in the following:

1. An automated alert will be issued on all unpaid delinquent accounts.
2. A written letter will be sent for all delinquent accounts monthly
3. If a pattern of charging continues, administration shall attempt to contact the student's parents regarding payment collection and to encourage the parent to complete a free or reduced meal application.
4. In case of significant delinquent payments, the District will refer the debt to collections.
5. Nothing in this procedure prohibits school district personnel from reporting suspected abuse or neglect of a student as required by law.

Meal payment plans are available for uncollected charges.

All meals eaten before a Free and Reduced-Price application is processed and approved are the responsibility of the parent/guardian and must be paid for as required by law.

The District may use an alternative funding source (e.g., nonfederal funding or charitable funding source) to offset costs incurred from unpaid meal charges and collection fees.

Balance

Funds in the student’s meal account may be carried over to the next school year.

A written request must be submitted to the district office for a refund of monies remaining in a student’s meal account. A student who is graduating shall be given the option to transfer meal funds to a sibling’s account.

End of Manvel School District #125 Board Reg. IB-BR.....Approved: 1/13/20